



# Clearbrook Center of the Arts Rental Contract

2230B Tackett's Mill Drive, Lake Ridge, VA 22192 Email: contact@tackettsmill.com

**NAME of Organization:** \_\_\_\_\_

**Responsible Individual:** (print clearly) \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

Phone of event contact: \_\_\_\_\_ Phone for Organization: \_\_\_\_\_ Email: \_\_\_\_\_

**EVENT DATE:** \_\_\_\_\_ **START TIME:** \_\_\_\_\_ **END TIME** \_\_\_\_\_

**EVENT PURPOSE:** \_\_\_\_\_

If you are charging tickets to this event, how much per person? \_\_\_\_\_ How many expected to attend? \_\_\_\_\_

If you are serving beer and wine, (no mixed drinks), please provide name of ABC Banquet License holder & provide a copy of the ABC license: \_\_\_\_\_ License attached \_\_\_\_\_

Please be advised our insurance policy does not allow the sale of beer and wine in or near the premises.

Security Deposit \$ \_\_\_\_\_ Date Received \_\_\_\_\_ Date Returned \_\_\_\_\_

Amt. Returned \$ \_\_\_\_\_ Deposit Deductions: \_\_\_\_\_

Rental Fee \$ \_\_\_\_\_ Date Paid \_\_\_\_\_ Key Code ID \_\_\_\_\_ Key Code Changed \_\_\_\_\_

### Rental Rates and Policies (\$500 Security Deposit required)

Room Rental Rates: \$100 per hour, 4 hour rental minimum, or \$400 per day (12 noon – midnight).

Charitable, Non-Profit Organizations Rate: Negotiable with certificate indicating 'non-profit' status. \_\_\_\_\_

Limited quantities of 6' X 32" tables are available as well as chairs upon request.

### By Signing this agreement, I agree that:

1. I will be personally in attendance during the reserved hours and adults will be present to supervise involved minors.
2. The premises will be left in the same condition as prior to the event and I will be responsible for any damage to the premises and the art caused by myself, my family, guests, invitees, employees, contractors, and licensees and agree that the cost of additional cleaning repairs or replacement that are required as a result of my use of the Center will be deducted from the security deposit. If the security deposit is not sufficient to pay these costs, I agree to promptly pay any amounts due. Determination of such charge will be at the sole and absolute discretion of the Clearbrook Center of the Arts and its underwriter, The Clearbrook Foundation.
3. I hereby agree to indemnify and hold Tackett's Mill, LLC, Well Stone Corporation, The Rappaport Companies, The Clearbrook Foundation, Clearbrook Inc., Clearbrook Center of the Arts and their agents, members, officers, employees, tenants, officers and successors and assigns, harmless from any and all liabilities, suits, judgments, damages, actions, claims, or causes of actions of any nature whatsoever, including attorney fees and costs arising from the performance of this agreement or any act, omission or negligence.
4. All applicable fire, alcoholic beverage, and noise ordinances will be adhered to.
5. Security deposit will not be refunded if cancelled fewer than 7 days prior to the event.
6. No objects such as nails, tacks, or substances that can cause damage shall be used. Only water soluble substances are to be used in workshops unless otherwise approved. No decorations shall be placed on or near the artwork. All decorations must be removed following the event. The artwork is not to be touched or moved.
7. All trash will be removed from the premises and exterior areas and parking lot and properly disposed of inside tied plastic bags and placed in the trash receptacle located adjacent to the premises.
8. I will ensure all doors and windows are securely closed and locked, lights are off, and alarm system is activated following use.
9. No noise making devices or amplified music may be used outside the premises.
10. Smoking is prohibited.
11. Furniture, art, or other items belonging to the premises may not be removed. Furniture may be moved but must be returned to its proper place at the conclusion of event. The artwork is not to be touched or moved.
12. Do not adjust Thermostat temperature.
13. The security deposit will be refunded subject to the terms of this agreement.
14. I have read and agree to comply with the terms of this agreement and the policies pertaining to the premises, infraction of which will result in security deposit deduction.
15. In the event that Clearbrook Center of the Arts fails to fulfil its obligations under this agreement, its liability for damages is limited to the amount of the rental fee paid.

Applicant Signature: \_\_\_\_\_ Applicant name (please print) \_\_\_\_\_

Clearbrook Center of the Arts agent: \_\_\_\_\_ Date: \_\_\_\_\_