

# ZACC Facility Information and Rental Contract



What sorts of things could I do when I rent the ZACC?

- |                  |                   |                   |                  |                   |
|------------------|-------------------|-------------------|------------------|-------------------|
| plays            | academic readings | recitals          | group gatherings | meetings          |
| receptions       | private events    | art workshops     | music shows      | poetry readings   |
| birthday parties | potlucks          | small box theatre | classes          | Christmas parties |

Please fill out completely.

Renter (Business, Organization, or Individual's Name): \_\_\_\_\_

Representative (if a Business or Organization): \_\_\_\_\_

Contact number: \_\_\_\_\_ Alternate number: \_\_\_\_\_

Type of event: \_\_\_\_\_ Event Date/Time: \_\_\_\_\_

Private event? Y  N  Have you rented from us before? Y  N

How did you hear about us? \_\_\_\_\_

For Internal Use Only: Date Booked: \_\_\_\_\_ Staff On Site: \_\_\_\_\_

### Disclaimers

The Zootown Arts Community Center reserves the right to deny any application for any reason. Renters are responsible for all promotion, if applicable.

### Rental Availability

Please check calendar availability at [www.zootownarts.org/index.php/zacc/calendar](http://www.zootownarts.org/index.php/zacc/calendar) before calling and booking a date.

### Rental Fees

To calculate your rental fee, please fill out the formulas below. Mark how many hours you are renting the facility for each section. Rentals must be for a minimum of two hours.

How many hours are you renting...

...Monday through Friday, between 12:00 pm and 8:00 pm, in the...

- Gallery? \_\_\_\_\_ hours @ \$10 per hour = \$ \_\_\_\_\_
- Full facility? \_\_\_\_\_ hours @ \$20 per hour = \$ \_\_\_\_\_

...any time on Saturday, Sunday, or outside of the hours listed in the left column, in the...\*

- Gallery? \_\_\_\_\_ hours @ \$20 per hour = \$ \_\_\_\_\_
- Full facility? \_\_\_\_\_ hours @ \$30 per hour = \$ \_\_\_\_\_

Sub-total from BOTH columns: \$ \_\_\_\_\_  
 Nonrefundable booking fee: \$ 20

TOTAL FEE: \$ \_\_\_\_\_ (this is your rental fee)

Security Deposit: \$ 50 (please include this deposit in a separate check)

Full payment and signed contract are due three weeks prior to event date.

Signature: \_\_\_\_\_ Name (printed): \_\_\_\_\_

Date: \_\_\_\_\_

\*The increased cost for rental outside of our weekday hours covers the cost of staffing the Center for the event.

# ZACC Facility Rental Terms and Conditions



## Availability

- The Zootown Arts Community Center's programs and services cause certain periods of time to be unavailable for renting. The ZACC always has priority over facility usage. Please call for availability.
- The Zootown Arts Community Center reserves the right to deny any application for any reason.
- Time booked includes set-up and cleaning.
- Renter must be completely out of the facility by the time stated in this contract. Failure to do so will result in a lost security deposit.

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## Rental Fee Refund and Cancellation Policy

- 100% of the facility use fee will be refunded if cancellation notice is received two or more weeks prior to the event.
- 50% of the facility use fee will be refunded if cancellation notice is received one to two weeks prior to the event.
- No refund will be given if notice of cancellation is made less than one week prior to the event.
- With more than one week of notice, an event can be rescheduled for a rebooking fee of \$10.
- Security deposits are refunded in full upon cancellation.
- Special ordering fees for Paint Your Own Pottery parties are nonrefundable in any circumstance.

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## Alcohol, Tobacco, and Drug Policy

- Alcohol is only permitted at private parties.
- If any alcohol is on the premises, all individuals must be carded and properly designated as either 21 years of age or older or as underage.
- No open alcohol containers are permitted outside.
- Alcohol cannot be sold at any event.
- Absolutely no illegal substances are allowed on the premises, including the ZACC parking areas.
- Cigarette smoking is only permitted in designated smoking areas outside, and must be a minimum of 10 feet from all doors. All butts must be deposited in marked containers.
- If any of the conditions above are not met, the renter will be prohibited from renting the ZACC in the future.

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## Decoration, Entertainment, and Candles

- Entertainment, catering, and other agents are the responsibility of the renter.
- Confetti is not permitted.
- Decorations cannot be attached to walls, ceilings, windows, casework, art, or sprinkler systems.
- Decorations must not alter or damage any surfaces.
- No nails, hooks, tacks, or screws may be placed into any part of the building unless approved by an administrator. Only scotch tape may be used for decoration placement.
- No candles are allowed, with the exceptions of food warming, floating, battery, or birthday candles.

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## Discrimination and Conduct

- Facilities are available to people of all abilities. For non-private events, the renter may not discriminate on the basis of race, religion, color, or nation origin.
- Profane language is prohibited.
- Appropriate apparel, including full clothing and shoes, must be worn at all times, with the exception of life drawing and private venues.
- Music must be appropriate for a public facility. Volume is subject to control by the ZACC.

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## Supervision of Minors

- All youth groups must have a chaperone for participants and must adhere to the following ratios:
  - Ages 8 and younger: Chaperone age: 16 minimum, ratio 1:12 minimum
  - Ages 9 to 12: Chaperone age: 16 minimum, ratio 1:12 minimum
  - Ages 13 to 17: Chaperone age: 21 minimum, ratio 1:20 minimum

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**Staff**

- Zootown Arts Community Center staff will perform their regular duties. They are not available for supervision.
- The SHOP will remain closed for business, but the renter may pay an additional staffing fee if the renter wishes for the SHOP to remain open during their event.

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**Kiln Room, Parking Lot, and Loading Area**

- The back door is to be used for bringing equipment in and out, and as access to smoking areas.
- Do not touch or disturb the artwork in progress. Be respectful.
- Do not touch or disturb the kiln in any way. If damage is done to the kiln, the renter is responsible for the full price of fixing the kiln.

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**Facility Use**

- The renter must be 18 years of age in order to rent the facility.
- The renter must be present during the entire rental period.
- The renter may only use the rooms rented.
- The renter is responsible for any and all damage to the facility resulting from using the ZACC.
- Storage is not available before or after the rental period. No exceptions.
- The Zootown Arts Community Center is not responsible for personal property while a group is using the facility.
- Ending time of the rental means that the renter is completely out of the building.
- Lost or found items may be turned in to the staff member at the front desk. Items will be held for three weeks before being donated.
- Accidents occurring on the Community Center property must be reported to the staff member on duty immediately. If this is impossible, a report must be filed within 24 hours.

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**Conditions for a Returned Security Deposit**

- All areas used for the event must be left the way they were before the event. The ZACC staff will provide a checklist for spaces to be cleaned; the checklist must be returned completed in order to receive a full security deposit.
- Tables and chairs must be returned to the original position, floors vacuumed, dishes cleaned, trash collected and placed in the dumpster, and bathrooms restocked.
- **Checklist must be returned to the staff member by the end of the rental period.**
- The security deposit will be returned within a week of the next business day after the event if: the event occurred within the specified time; no damage was done; and no additional cleaning is required. If the security deposit to be returned is a check, the check will be destroyed rather than mailed.
- The security deposit for a cancelled event will be returned in full.
- Any damage must be indicated on the check list.
- Any damage to Gallery Art, or to the facility, costing more than the \$40 deposit will be assessed on a case-by-case basis. Any charge to the renter will be at actual value.
- Zootown Arts reserves the right to hold any portion of the security deposit deemed necessary if a complaint is made against the renter or event.

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**The renter agrees to indemnify and hold harmless the Zootown Arts Community Center, its staff, volunteers, and affiliates from any claim or cause of action to be brought by the renter, or renter’s employees or guests, arising from using the facility.**

**I have read, understand, and agree to abide by the rental terms and conditions as stated above. I accept full responsibility and am liable for any damage done to the facility by any individual attending the event.**

**Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_**