



ROME ART AND COMMUNITY CENTER

Celebrating 50 *Years*

308 West Bloomfield Street
Rome, New York 13440
Phone (315) 336-1040
Fax (315) 336-1090
www.romeart.org

Facility Rental Agreement

Rental Date: _____ Time Reserved: _____ Today's Date: _____

Primary Contact:

Name: _____ Phone: _____ Email: _____

Address: _____ City, State: _____ Zip: _____

Secondary Contact:

Name: _____ Phone: _____ Email: _____

Address: _____ City, State: _____ Zip: _____

Rental Details:

Event: _____ Room(s) Requested: _____

(Living Room, Dining Room, Foyer, Gallery One, Panasci Gallery)

Additional Room(s)/Area(s) Requested _____

(Kitchen, Patio, Grounds, Café)

Number of Guests: _____ Special Requests: _____

Inventory Requested:

I will require the following items from the RACC, please indicate the number requested (*subject to availability*):

- Chairs

(All chairs are padded.)

Banquet Chairs: _____

Folding Chairs: _____

- Tables

Large Round Table: _____

36" Round: _____

32" Square: _____

6' Rectangle: _____

8' Rectangle: _____

Pub-Style: _____

- Food Service Items:

Plates: _____

Drinkware: _____

Utensils: _____

- Other Items

Wooden Coolers: _____

Mobile Bar Cart: _____

Electronic Equipment: _____

Projector: _____

Piano: _____

Special Instructions: _____

Additional Notes: _____

Cost:

Room Rental:

- Living Room, or Gallery: \$50.00 per hour Number of Hours: _____ Total: _____
- Living & Dining Room: \$60.00 per hour Number of Hours: _____ Total: _____
- Entire Facility: \$100.00 per hour Number of Hours: _____ Total: _____
- Grounds Rental: \$150.00 flat rate Total: _____

Tables & Chairs:

- Flat rate for use of tables and chairs: \$75.00 Total: _____
- Flat rate for use of pub tables: \$20.00 Total: _____

Kitchen:

- Storage use of kitchen: \$15.00 Total: _____
- Minimal use (refrigerator, sink): \$50.00 Total: _____
- Total use (stove, dishwasher): \$75.00 Total: _____
- Use of plates, trays, or other carriers. \$25.00 Total: _____
- Use of drinkware. \$25.00 Total: _____
- Use of utensils. \$25.00 Total: _____

Other Amenities:

- Linens: \$25.00 flat rate Total: _____
- Cooler or Bar Cart: \$25.00 flat rate Total: _____
- Projector/Equipment: \$25.00 flat rate Total: _____

Additional Fees:

- Additional Room Setup \$50.00 per room Total: _____
- Clean Up: \$100.00 fee Total: _____
- Additional Fees: _____ Total: _____

Final Total: _____

Terms and Conditions:

Renter must read this section completely and initial where requested. This agreement is not valid and rental is not confirmed until this section is read, initialed, and signed below. If you have questions while filling out this portion, please call the RACC Office or email executivedirector@romeart.org.

FURNISHINGS AND DECORATIONS

Our greatest asset at the RACC is the building itself and we do all we can to keep it looking great. If any decorations are to be placed on any walls, they must be disclosed during the consultation ahead of the event. If decorations must be placed on the wall, use only double-sided tape or other non-permanent, non-damaging adhesives. If there are damages as a result of decorations, charges may be applied, see the Liability and Safety section below for more details.

LIABILITY AND SAFETY

The Rome Art and Community Center is not responsible for any accidents or injuries that occur during your rental. As renter, you agree to take on full responsibility for all parties present during your rental time, and will be held accountable for their actions while on RACC property.

As renter, you agree to take special care of all RACC property, including valuable draperies, antique furnishings, artwork, piano, etc., and agree to compensate RACC for any damages incurred to any such property during your rental, as well as forfeit security deposit in such a case. Damages to property include but are not limited to: extensive or noticeable damage/ water/ heat marks on any wood surface; theft or damage to artwork; theft or misplacement of any item belonging to RACC; damage to kitchen electrics, dishes, servewear, etc; damage to grounds including the grass; and any other circumstance presented at the time of your rental or after inspection of the property by an RACC Staff member. Any damage found to RACC property, courtesy clean up not completed, party staying past rental time, or any other violation of these terms and conditions will result in a possible additional charges.

Safety is very important to RACC and all parties present or participating in your rental should be aware of the following rules: Children must be supervised at all times while on the premises. RACC does not tolerate violence of any kind and any incident witnessed or brought to the attention of an RACC staff member will result in immediate cancellation of your event without refund or compensation. All parties will be asked to leave the property. RACC also does not tolerate SMOKING on its grounds or anywhere in the facilities. If cigarette butts are found on the property the renter will be charged a \$500 fee. In addition, the sale of alcohol is prohibited. Renter and parties associated with rental must remain on the floor that was rented— guests may not wander onto other floors or anywhere outside of the rented area, for safety and courtesy.

Please initial here to confirm you have read and understand the above terms and conditions: _____

RENTER RESPONSIBILITY

As the renter, you are responsible for the actions and conduct of your party, in all instances. The renter is also responsible for covering for all wood surfaces being used. RACC will provide linens for a cost. The wood surfaces and furniture may not be used during the rental if they are not covered. Renter is also responsible for bringing in (if needed) paper towels, cups, napkins, utensils, etc. Renter must also bag up any garbage before leaving the premises. Garbage must be placed where RACC staff designates. Clean up may be done by RACC after an event for a \$100.00 charge, which releases Renter from any cleaning/pick up responsibility. Any use electronic/audio/video equipment must be paid for and agreed upon by both parties. As an old building, the Center's electricity has a limit. Renter will be mindful of electrical usage, and will disclose electricity needs with RACC during consultation. Any equipment or electrical use outside of the previously agreed parameters may result in a financial penalty. If piano use is requested, pianist's name will be required before event. If piano needs to be tuned, this will be the renter's cost.

RENTAL SET UP/TAKE DOWN TIME

Any set up or take down should be coordinated with RACC staff one month prior to event. If the facility is available, setup may take place during business hours on the business day prior to rental. If it is done the day of the event, this time must be included in the rental. Staff will not open building until 30 minutes prior to rental time. For example, if your event starts at 1pm RACC staff will arrive and open facility at 12:30 pm. If you need to be in the center earlier, you must rent it for an earlier time. There are no exceptions. The same is true for take down. Staff will remain at the facility for 30 minutes after rental time. If more time is needed, it will be charged as rental time.

RENTAL DURING BUSINESS HOURS RACC

Events and operations take priority over all rentals held during business hours. Rentals in the Main Building that are not contained to one specific room must be held after hours or weekend. If a party chooses to schedule a rental during business hours, please be aware RACC cannot guarantee quiet in the building as the Center is open to the public. During business hours, Renters may not interfere with Center operations in any way—this includes blocking entrances or exits and/or the Center's parking lot.

Please initial here to confirm you have read and understand the above terms and conditions: _____

SECURITY DEPOSIT

Security deposits will be waived for group meetings. However, if any property is found by the RACC to be damaged after use of the building by your organization, a security deposit will be assessed for all future meetings/rentals.

PAYMENTS

A 50% deposit to hold the room is due when the reservation is made. The balance is due on the evening of the rental, to be paid upon arrival. Payments may be paid by credit card, check, or cash.

CANCELLATIONS

If you should need to cancel your reservation, you must give RACC at least 24 hours notice. Your deposit will not be refunded, however, it may be applied to your next rental at RACC during the same calendar year.

Total Cost: _____ Deposit Paid: _____ Deposit Paid on: _____

Total Amount Paid: _____ Date Paid for Total: _____

Payment Method: _____ Notes: _____

I hereby agree to the terms and conditions of this rental agreement.

Renter Signature: _____ Date: _____

Renter Printed Name: _____

RACC Staff Signature: _____ Date: _____

RACC Staff Printed Name: _____