



FACILITY RENTAL AGREEMENT  
Please Read Carefully

Client Name: \_\_\_\_\_ Date of Rental: \_\_\_\_\_

Client Address: \_\_\_\_\_

Client Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Rate of rental (check one):  Member Plus \$50/hour  Non-Member \$100/hour

Begin Time (includes set-up): \_\_\_\_\_ End Time (includes clean-up): \_\_\_\_\_

Total Rental Duration (in hours): \_\_\_\_\_ Total Charge: \$ \_\_\_\_\_

Description of use: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

Check one:  Public  Private  
Check one:  One-time event  Recurring event/program

Equipment Available: 20 Plastic Folding Chairs, 4 2x6' Plastic Banquet Tables + Cloths, Digital Projector, Surge Protectors/Extension Cords.

Please return signed agreement and payment to the Yeiser Art Center.

My signature verifies that I have thoroughly read and understand the terms as outlined, and I accept the terms and conditions set forth in this agreement.

Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_

YAC Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## YEISER ART CENTER RENTAL TERMS OF AGREEMENT

### TERMS:

**I. Description of Host:** The Yeiser Art Center is a nonprofit organization dedicated to supporting, promoting and advocating for the visual arts and artists regionally and nationally. The Yeiser was founded in 1957 as the Paducah Art Guild.

**II. Description of Facility:** The Yeiser Art Center is a visual arts gallery and gift shop. The facilities include an open gallery space, a kitchen with sink and microwave, access to two restrooms, and wifi. Clients must take full caution for the artwork displayed during current exhibition. Clients are responsible for compensating YAC for any damages incurred to the facilities and/or artwork on display during the contact agreement period. This includes notifying persons at the event/program to be careful and respectful.

### III. Use of space:

A. Client must identify an event contact to facilitate set-up, staffing needs and clean up of the event and to serve as main contact for the duration of the event/program.

B. Display: Client may NOT DECORATE WALLS for the event. Banners, posters, artwork or any other signs must be affixed to free-standing supports. Client may not make holes in the gallery walls for presentation of any work or information. Artwork may be presented on free-standing walls/partitions, easels, pedestals or tables.

C. Smoking: Smoking and/or lighting of any substance (including candles) is NOT permitted anywhere in our facilities.

D. Food/Drinks: Client provides any and all refreshments and supplies – including cups, napkins, additional trash bags, etc. unless otherwise arranged. Client may bring in outside food for the event, but all food and garbage must be disposed of by the end of the event. With the assistance of staff on duty, this includes returning the gallery to its original condition.

E. Alcohol is allowed with a valid liquor license and shall be provided by the client unless other arrangements are made with the Yeiser.

F. Public Events: The Client agrees responsibility for all promotion. Events are open to the general public unless specified as a private event.



G. Liability: The Client agrees to hold the Yeiser Art Center, and its employees free from any liability or claim for damages or suit for or by reason of any injuries to any person or property of any kind whatsoever, from any cause whatsoever, arising out of the use and occupation of the premises by the renting party; and the renting party hereby covenants and agrees to indemnify and save harmless the Yeiser Art Center from all liability or damage on account of or by reason of any such injuries or damage.

H. Yeiser Art Center staff will be on site during the client's event/program.

I. Yeiser provides basic equipment for the event by request. Equipment includes chairs and tables and the use of a small kitchen.

J. Client has access to restroom facility.

K. Client ensures fire exits remain free from obstruction.

L. Client agrees to include adequate time for setting up for their event. Yeiser staff is not expected to set-up the event for the client. Client is responsible for all preparation and placement of all equipment, signage, etc.

M. Client agrees to include adequate time for taking down for their event. Yeiser staff is not expected to take down the event for the client. Client is responsible for taking down and removing all equipment, signage, etc.

**III. Deposit:** 50% deposit is necessary to secure gallery use for client's event/program. (25% of gallery use fee is non-refundable). Balance payable before date of event.

**IV. Maintenance:** The space must be returned to the condition it was upon arrival. Client may incur additional cleaning charge in the amount of \$100 if condition is not met.

**V. Cancellation:** Cancellation by the client releases the Yeiser Art Center from further obligation. In the event of cancellation by the Yeiser Art Center, the deposit shall be returned to the client, less the non-refundable fee.