



THEATRE & GALLERY RENTAL AGREEMENT

Contact Shawwna Bowles at 501-288-9259 prior to completing this form.

Contact Name _____ Date of Event _____

Begin Time (Includes Set-Up) _____ End Time (Includes clean up) _____

Contact Address _____

Contact Phone _____ Email _____

Name of Caterer _____ Caterer Phone Number _____

Description of Event _____

Marquee Message (Limit 20 characters per line)

Estimated Attendance _____ Cost of Admission _____

Check one: Public Private

Check one: One Time Event Recurring Event

Concessions Needed: Yes No

Check All Applicable Fees:

General Fees:

Refundable Security Deposit: \$200.00

Additional Day Set-up: \$50

Gallery Fees:

Gallery Base Rental Fee: \$150

Kitchen Usage Fee: \$100

Modification of Current Exhibit: \$100

Theater Fees:

Theater Base Rental Fee: \$325

Marquee Rental: \$20 per side

Total Amount: _____

Rialto Use Only

Cash/Check # _____

Deposit Amount _____

Receipt _____

Waiver of Fee Authorization

Signature _____

Date _____

Rialto Community Arts Center Rental Terms of Agreement

I. Description of space and equipment:

- The Rialto Theatre is approximately has fixed, stadium-type seating for up to 389 people.
- The Gallery space is approximately 23'X90' and can accommodate up to 100 people. Restrooms are available in the lobby and handicapped accessible restrooms are available behind the stage in the dressing room area.
- Use of the following amenities should be coordinated with the Office Manager:
 - Sound and lighting system
 - Projector and 15'X20' screen
 - Six 6' folding rectangular tables
 - Podium
 - Concession stand
 - One hundred maroon stacking chairs
 - One hundred white folding chairs
 - Ten round folding tables
 - Four 12' banquet tables
 - One 8' rectangular folding table

II. Use of Space:

Art and Exhibits: Clients must take caution of any artwork, equipment, or props displayed during current exhibition. Client may not move, modify, cover, arrange, or in any way tamper with the art and related exhibit material including, but not limited to, the window displays, hangings, freestanding works, or related installations. Any requests for special window displays, additions, subtractions, etc. must be approved by the Gallery Director. Once approved, changes may only be made under the direction of the Gallery Director or another approved representative of the Galley Director. Unapproved changes, damages, or other disturbances to the exhibit and related material will result in forfeiture of the security deposit. Client will be held responsible for any and all damage to any artwork including, but not limited to, damage caused by guests and/or attendees at the event/program. The client is responsible for notifying guests and attendees at the event, program to be careful and respectful of such items.

Representative: A Rialto Community Arts Center representative may be onsite during the client's event/program. Please coordinate arrival and departure items with the Office Manager.

Client Displays: Client may not decorate walls for the event/program. Banners, posters, artwork, or any other signs must be affixed to free-standing supports. Use of glitter, sparkles, rice, birdseed, or similar material is not allowed. Client may not make holes in the walls for presentation of any work or information.

Food and Drink: Client provides any and all refreshments and supplies including cups, napkins, additional trash bags, etc. Client may use an approved caterer or bring in outside food for the event, but all food and garbage must be disposed of by the end of the event. This includes sweeping and wiping down tables and vacuuming the floors. The space must be returned to the condition it was in upon arrival.

Alcohol: Beer and wine only may be served in the gallery. Groups serving alcoholic beverages must obtain and be prepared to submit copies of any required permits to the Office Manager. Alcohol is not allowed in the theatre.

Smoking: Smoking is not permitted in the facility.

Fire Exits: Client will ensure that fire exits remain free from obstruction.

Public Events: The client agrees to take responsibility for all promotion of public events. Events are open to the general public unless specified as a private event.

Use of Music: The client agrees to present a proposed playlist of any and all music for the event/program to the Office Manager no less than one week prior to the event/program. Only music cleared in the BMI/ASCAP repertoire will be permitted during event/program. Set lists must include both song title, and composer.

Liability: The client agrees to hold harmless the Arts Council of Conway County and its employees and volunteers 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 Arts Council of Conway County and the Rialto Community Arts Center from all liability or damage on account of or by reason of any such injuries or damage.

Please complete form and return to Shawwna Bowles at City Hall at 119 N. Division St., Morrilton, AR 72110. You may mail to Rialto Community Arts Center, P.O. Box 176, Morrilton, Arkansas 72110.

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

Signature: _____ Date: _____