



THEATRE, GALLERY, & ALLEY RENTAL AGREEMENT

Please get in touch with our volunteers at 501-288-9259 before returning this form.

Version 12/26/2024

As a volunteer organization, we require a two-week lead time for event preparation. Services are subject to availability if the event is scheduled within the two-week threshold.

Terms of Agreement

I. Description of space and equipment:

- The Rialto Theatre has fixed, stadium-type seating for up to 389 people.
- The Gallery space is adjacent to the theatre, approximately 23'X90', and can accommodate up to 100 people. Restrooms are available in the theatre lobby, and handicapped-accessible bathrooms are in the dressing room area behind the stage.
- The Alley
- The Marquee

II. Use of Space:

Art and Exhibits: Clients must be cautious about any artwork, equipment, or props displayed during the current exhibition. The client may not move, modify, cover, arrange, or 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 authorized 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. The client will be held responsible for 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 and 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 the arrival and departure of items with the office manager.

Cleaning: Gallery - Sweep, mop, wipe tables, remove trash, and vacuum the floors. Theatre – Sweep, remove trash, and vacuum carpet. The space must be returned to rentable condition.

Client Displays: The client may not decorate walls. Banners, posters, artwork, or other signs must be affixed to freestanding supports. Using glitter, sparkles, rice, birdseed, or similar material is prohibited. The client may not make holes in the walls to present work or information.

Food and Drink: The client provides all refreshments and supplies, including cups, napkins, plates, additional trash bags, etc. The client may use an approved caterer or bring in outside food, but all food and garbage must be disposed of by the end of the event.

Alcohol: Please see the Alcohol Policy.

Concessions: The Arts Council of Conway County Volunteers will provide the concession stand unless otherwise negotiated before the event. All concession proceeds go to the *Arts Council of Conway County* unless otherwise arranged before the event.

Caterers: All caterers must provide a Serv Safe certification before the event. The renter must provide their own serving equipment, warmers, paper goods, and any party supplies for their event.

Smoking: Smoking is not permitted in the facility.

Fire Exits: The 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 all music for the event/program to the Office Manager no less than one week before the event/program. Only music cleared in the BMI/ASCAP repertoire will be permitted during the event/program. Set lists must include both the song title and composer.

Liability: The client agrees to hold harmless the Arts Council of Conway County (DBA Rialto Community Arts Center) 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 because of any such injuries or damage.

Please complete the form and return it to me. You may mail it to Rialto Community Arts Center, P.O. Box 176, Morrilton, Arkansas 72110.

Primary Renter Contact Information

Contact Name _____

Contact Address _____

Contact Phone _____ Email _____

Event Information

Date of Event _____ Event Type _____

Description of Event _____

Begin Time (Include Set Up) _____ End Time (Include Clean Up) _____

Estimated Attendance _____ Cost of Admission _____

Check One: Public Private Concessions Needed: Yes No

Caterer Information (If Applicable)

Name of Caterer _____ Caterer Phone _____

Check All Applicable Fees:

Gallery Fees:
<input type="checkbox"/> \$175 - Refundable Security Deposit
<input type="checkbox"/> \$150 - Base Rental Fee
<input type="checkbox"/> \$150 - Set Up
<input type="checkbox"/> \$175 - Clean Up
<input type="checkbox"/> \$100 + \$35/hrs - AV Sound
<input type="checkbox"/> \$150 - AV\Screen/Projector
<input type="checkbox"/> \$100 - Gallery Prep Area Includes a refrigerator, warmer, and prep tables ONLY.
<input type="checkbox"/> \$350 - Full use of kitchen equipment The renter will need to provide their own cooking equipment. If the renter chooses this option with the kitchen's responsible individuals, they must allow 1-2 hours of in-person training.

Theatre Fees:
<input type="checkbox"/> \$275 - Refundable Security Deposit
<input type="checkbox"/> \$350 - Base Rental Fee
<input type="checkbox"/> \$75 - Set Up
<input type="checkbox"/> \$275 - Clean Up
<input type="checkbox"/> \$35/hrs - AV Sound Tech
<input type="checkbox"/> \$150 - AV Screen/Projector

Alley Fees:
<input type="checkbox"/> \$150 - Refundable Security Deposit
<input type="checkbox"/> \$100 - Base Rental Fee
<input type="checkbox"/> \$175 - Set Up
<input type="checkbox"/> \$175 - Clean Up
<input type="checkbox"/> \$100 + \$35/hrs - AV Sound
<input type="checkbox"/> \$150 - AV Screen/Projector

Marquee Rental Fees:	
<input type="checkbox"/> \$35 Two Lines - West Marquee	<input type="checkbox"/> \$35 Two Lines - East Marquee
<input type="checkbox"/> \$45 Three Lines - West Marquee	<input type="checkbox"/> \$45 Three Lines - East Marquee
<input type="checkbox"/> \$25 - One Additional Day – If both sides are rented	

NOTE: *The deposit will equal the cleaning fee plus rental for each area. All payments must be received 48 hours before the rental.*

For renters that choose to self-clean the facilities: The deposit will not be refunded if the venue is not rentable upon inspection. All trash needs to be removed from the building. Floors need to be free from crumbs and debris and mopped if needed. Additional days for set up or clean up will cost the same as a daily rental. The rental period is from 8 a.m. until 11 p.m. on the day reserved unless otherwise negotiated.

My signature verifies that I have thoroughly read and understood the terms outlined in this agreement and accept the terms and conditions outlined in it.

Signature: _____ Date: _____

Rialto Gallery Menu of Services

Tables and Chairs are INCLUDED in the rental

Items Available

- 10-60" Round Tables
- 3- 12' rectangle tables
- 2- 6' rectangle tables
- 88-Maroon padded chairs
- 114-white plastic chairs

Set-up and Clean-up

- Set up per renter instruction-\$150
- Clean up -Gallery-\$175
 - The clean-up price is based on the purchaser using disposable products and clearing tables. The clean-up fee includes sweeping, mopping, and trash removal in the gallery and restrooms. The renter will incur a \$175 cleaning fee if the building is not cleaned.

AV-Gallery

Sound System-\$100 plus \$35 per hour for the technician

Screen and Projector-\$150

Rialto Alley Menu of Services

Tables and Chairs are INCLUDED in the rental

Items Available

- 10-60" Round Tables
- 3- 12' rectangle tables
- 2- 6' rectangle tables
- 88-Maroon padded chairs
- 114-white plastic chairs

Set-up and Clean-up

- Set up per renter instruction-\$75
- Alley Rental- \$100
- Alley Set-up Clean-up- \$350
 - The set-up and clean-up fees are based on putting all chairs and tables to and from the alley. As well as trash and other debris removal before and after the event.

Linens

Round Tablecloths-\$12 each (Black or White)

Skirt for long tables-\$25 each (White)

AV-Gallery

Sound System-\$100 plus \$35 per hour for the technician

Screen and Projector-\$150

Rialto Theatre Menu of Services

- Set up per purchaser instructions-\$75
 - The set-up fee is only charged if extra tables or chairs are needed
- Clean-up \$275
 - The clean-up fee includes sweeping, mopping, and trash removal in the theatre and restrooms.
- Sound System usage-\$35 per hour for a technician

Marquee Rental

Marquee rentals are typically one-day rentals; however, we plan to put the message up the day before the requested day and take it down the day after the requested day. Marquee Rentals are needed at least one week before the requested day. If the request is immediately required, this will be subject to the availability of one of our volunteers.

Two lines \$35 per side

Three lines for \$45 per side

One additional day may be added for \$25 for both sides

We are a volunteer organization and require a two-week lead time for events that need multiple volunteers. Services are subject to availability if the event is scheduled after the two-week threshold has closed.

A deposit will equal the cleaning fee for each area rented for renters who do the cleaning themselves. The deposit will not be refunded if the venue is not rentable upon the renters's exit.