THEATRE, GALLERY, & ALLEY RENTAL AGREEMENT

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

 Version 3/8/24

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**

1. 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 available behind the stage in the dressing room area.
* The Alley
* The Marquee
1. 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 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. The 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 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 any and 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 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 (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 by reason 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.

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| --- |
| **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:** |  | **Theatre Fees:** |  | **Alley Fees:** |
| X | $175 - Refundable Security Deposit |  | X | $275 - Refundable Security Deposit |  |  | $150 - Refundable Security Deposit |
|  | $150 - Base Rental Fee |  |  | $350 - Base Rental Fee |  |  | $100 - Base Rental Fee |
|  | $50 - Set Up |  |  | $75 - Set Up |  |  | $150 - Set Up |
|  | $175 - Clean Up |  |  | $275 - Clean Up  |  |  | $150 - Clean Up |
|  | $100 + $35/hrs - AV Sound |  | X | $35/hrs - AV Sound Tech (Required) |  |  | $100 + $35/hrs - AV Sound |
|  | $150 - AV\Screen/Projector |  |  | $150 - AV Screen/Projector |  |  | $150 - A.V. Screen/Projector |
|  | $100 - Gallery Prep Area  |  |  |  |  |  |  |
|   | Which includes a refrigerator, warmer, and prep tables ONLY. |  |  **Marquee Rental Fees:** |
|  | $400 - Full use of kitchen equipment  |  |  | $35 Two Lines - West Marquee |  |  | $35 Two Lines - East Marquee |
|   | The renter will need to provide their own cooking equipment.  |  |  | $45 Three Lines - West Marquee |  |  | $45 Three Lines - East Marquee |
|   |  |  |  $25 - One Additional Day – If both sides are rented |
|   | Renter must allow 1-2 hours of in-person training if this option is chosen with the individuals responsible for the kitchen.  |  |   |  |   |   |   |
|   |  |  |  |  |  |  |
|   |  |  |  |  |  |  |

### NOTE: *The deposit will equal the cleaning fee plus rental for each area. A minimum of half the fees are due at the time of booking, and the final payment 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 I have thoroughly read and understand the terms outlined and accept the terms and conditions set forth in this agreement.

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-$75
* 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.

**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 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- $300
	+ 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 technician (required if using the theatre)
* Screen and Projector-$150

**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 be forfeited if the venue is not rentable upon the renters's exit.**

**Version 3/8/24 KAS**