



# RIVER OAKS SQUARE ARTS CENTER RENTAL AGREEMENT

This contract is a legal, binding document.

DATE \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_

ORGANIZATION \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

PHONE \_\_\_\_\_

BUSINESS

HOME

CELL

DATE REQUESTED: \_\_\_\_\_

ACTUAL EVENT TIME: \_\_\_\_\_

Estimated times for setup: \_\_\_\_\_

RENTAL FEE	\$ 750.00	- with membership
BREAKDOWN FEE	\$ 100.00	
CLEANING FEE	\$ 200.00	
SECURITY FEE	\$ 150.00	(Five hour maximum)
TOTAL FEES FOR		
TABLE/CHAIR RENTAL	\$ _____	- (NOTIFY STAFF IF USING ROS EQUIP)
<b>TOTAL FEES</b>	<b>\$ 1,200</b>	

\*\*(Refundable) DAMAGE DEPOSIT \$ 500.00 - Please make a separate check

We hereby agree to the above fees of \$ 1,200.00 . We agree to pay a deposit equal to one-half the amount of total fees or \$ 600.00 , for the use of River Oaks Square Arts Center facilities due by \_\_\_\_\_. We understand that the balance is due the day before the scheduled use. We understand that the damage deposit fee will be returned to us when usage is complete and building and contents are left clean and in good order. We agree to have a thirty day notice of cancellation as determined by the date of this signed agreement( ie. lessee will only receive **refund of deposit or payment within 30 days** of signing this contract). We agree to have read the rental agreement and its policies thoroughly and further agree to all terms in the attached contract.

SIGNED \_\_\_\_\_

RIVER OAKS REPRESENTATIVE

SIGNED \_\_\_\_\_

DATE: \_\_\_\_\_

LESSEE / TITLE WITH ORGANIZATION

PRINT NAME: \_\_\_\_\_

# RIVER OAKS RENTAL POLICY

LESSEE MUST INITIAL ALL BULLETS.

The fee for rental of River Oaks Square Arts Center Studio Annex Building is \$50 which also includes a one year membership to our organization. (Please note other fees do apply for cleaning, tables, etc...)

**Meeting rental rates are as follows:**  
 Studio Annex- \$100.00 per hour for members and \$200.00 per hour for non-members.  
 Multipurpose rooms - \$25.00 per hour for members and \$50.00 per hour for non-members.  
 The rental for both multipurpose rooms is \$50.00 per hour for members and \$100.00 for non members.

\*Nonprofit 501 3 (c) organizations will be given a 50% discount on the facility rental.  
 (50% applies to the \$500 rental fee only not 50% of entire fees)

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1. In addition to the rental fee, a cleaning fee of **\$200 for the Studio Annex** is required on booking. This fee is to cover cleaning costs as per specifications of River Oaks Square Arts Center before and after the function. **Setup of chairs, tables, etc... will be the responsibility of the lessee, caterer, or designated person(s). River Oaks is not responsible for set-up** If lessee desires caterer to perform setup of tables and chairs, please consult with the caterer prior to the event date to determine this responsibility. Breakdown of tables and chairs will be the responsibility of River Oaks personnel. **Only tables, chairs, and/or equipment owned by River Oaks will be broken down by River Oaks personnel.** If tables and chairs are rented through another company, it is your/their responsibility to breakdown their furnishings. Breakdown and pick-up of another company's equipment may be done on the next available business day. River Oaks assumes no responsibility on lost or broken equipment rented from another company. **PLEASE ARRANGE FOR OUTDOOR ACTIVITIES (tent rental, etc.) WITH RIVER OAKS STAFF.**

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2. Rental fees for tables and chairs are as follows: **NOTIFY RIVER OAKS STAFF AT LEAST ONE WEEK PRIOR TO EVENT IF USING EQUIPMENT (SOME TABLES MUST BE DELIVERED FROM ALTERNATE SITE)**

	#:	Description:	Price:
1.	18 -	60 inch rounds	\$ 6.75 each
2.	20 -	8 foot X 30 inches	6.00 each
3.	3 -	6 foot X 30 inches	5.75 each
4.	100	Chairs	1.25 each
5.	20	Children's chairs	.50 each

6. **No tables or chairs will be allowed in corridors. No blocking of emergency exits or studios will be allowed during the time of the function. This is a fire code regulation.**

**\* The number of tables and chairs used can be determined during setup and the lessee will be billed for the utilization of our equipment after the function.**

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3. **Security is required for all functions.** Arrangement for security guards will be made through River Oaks. Security has a minimum of 5 hours. This fee is included in your agreement costs. Arrangements for a security guard will be made prior to the event/function by River Oaks with the Alexandria Police Department after the lessee's fee has been paid.

**REQUIREMENT**

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4. **Lessee agrees to seek professional services for both catering of the event as well as liquor distribution...ie a licensed caterer must provide/serve food and alcohol for the event. No exemption to this clause as liquor and catering license required.**

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5. **Night-time receptions have a cut-off time of 1:00 a.m. to allow the caterer an allotted cleaning schedule following the function. Security guards have a minimum of five hour duty which complies with the 1:00 a.m. cut-off.**

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6. **Upon rental of the facility, lessee has the rights to utilize the grounds which comprise River Oaks. If tent is to be rented for the function, notify a River Oaks Staff member upon completion of your rental contract.**

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7. River Oaks is not a typical rental facility. Artists do maintain studio space and are allowed to be in their studios during all hours. They are not allowed to take part in any festivities that are associated with your event. A River Oaks representative will be present during your functions entirety to monitor ongoing activities.

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8. During any rental period, the director, director's assistant, staff and any representative of the Board of Directors shall have free access to the facilities. **River Oaks representatives have the right at anytime to ask the lessee to make any changes in set up that are against policies of River Oaks.**

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9. **The date of your function will be marked on our calendars and reserved only upon the receipt of your deposit & signed contract.**

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10. **No birdseed, rice, bubbles, rose petals, etc... are allowed to be used on the premises. NO CANDLES CAN BE USED IN THE FACILITY OR OUTSIDE THE FACILITY.**

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11. This is an art center and exhibits will be on display during the times of functions. **All art work will stay in its position and no art work will be relocated. Since the facility is not a typical rental hall, caterers must follow their rules accordingly to uphold the integrity of the building.** Tours are held on a daily basis and artists are constantly in/out of their individual studios. **We do not allow any items (decorations, etc...) to be hung from the ceiling.**

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12. Parking will be allowed in the parking lot across Main Street. Street side parking is also available on Third Street and Lee Street. River Oaks has a small parking lot located directly behind the Annex Building. We advise that this area be reserved for the Bride, Groom and attendants. (NO BOTTLES, GLASS, ETC... is allowed in the parking lot area - lessee will be assessed a fee if excessive amounts of debris are left in parking areas)

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13. No smoking is allowed inside of building. **Trash receptacles with sand are provided on the outside of the facility for cigarette disposal. Bands, DJ's, etc... are NOT allowed to use any type of fog or smoke machines in the facility due to sensitive smoke detectors which will easily trigger sprinkler systems.**

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14. **No B.Y.O.B. Lessee MUST obtain a professional for the distribution of liquor and professional must hold a liquor liability license (see rule #4).**

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15. The \$500.00 damage deposit is to cover any loss, breakage, or damage of art work during the function. **The damage deposit also covers any damage to the building (excessive debris, walls, chairs, tables, etc...).** The damage deposit will be refunded pending the lessee leaves the premises and contents in an undamaged condition. The check will be held (not deposited) and will be returned during the week following the function, provided there is no damage to the facility or equipment or extremely excessive debris.

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16. Each lessee is responsible for getting attached form signed by caterer. **If forms are not received the month prior to the function, River Oaks reserves the right to cancel the rental.**

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17. Lessee may use our Baby Grand Kawai Piano at a charge of \$150. **Lessee must have a professional piano player in order to use the piano.**

**Please note children must be accompanied by adults or an event chaperon during your entire function.**

By initialing all of the above, I hereby agree to each rule and regulation and will follow this contract accordingly.  
Please return this entire contract along with your deposit.

# CATERER RULES & REGULATIONS

1. Building must be left the way it was found.
2. Tabletops, stovetops, and all surfaces etc... must be cleaned and sanitized. Caterers must provide all cleaning supplies except brooms and mops, which will be provided by River Oaks.
3. Trash cans must be emptied and replaced with liner. ALL TRASH MUST BE REMOVED FROM PREMISES.
4. **Floors in kitchen area and additional areas WHERE ALL FOOD IS SERVED OR CONSUMED must be swept and mopped of food and/or spills. WATER ONLY NO CHEMICALS CAN BE USED ON FLOORS. No standing water must be left on floors.**
5. **Tables are available for rental. This fee is incorporated into lessee agreement following setup of function.**
6. **Rules /Regulations form for the caterer** must be signed prior to the function.
7. Caterers are responsible for set-up and break-down of their own equipment and any tables where food was served unless other arrangements have been made by lessee. River Oaks is not responsible for any set-up or breakdown of caterers equipment.
8. If these regulations are not followed, caterers will lose their approval for catering at this facility for any future events.
9. Caterers must be able to provide proof of bond and insurance for workman's compensation, product liability, and liquor liability in the amount of \$1,000,000. PLEASE FAX YOUR CERTIFICATE PRIOR TO THE EVENT 318-473-2671. ANY CATERER WILL BE DENIED USE OF THE FACILITY IF FAILURE TO SEND CERTIFICATE.

\*\*\*\*CLEANLINESS OF AREA USED BY THE CATERER WILL BE DETERMINED BY A REPRESENTATIVE OF RIVER OAKS ONLY.

I acknowledge that I have read, understand, and agree to the above rules and regulations that apply to the use of this facility and all other rules and regulations that may not appear on this form. These rules and regulations will be strictly enforced.

X \_\_\_\_\_  
Signature of caterer owner

Phone Number: \_\_\_\_\_

Name of Event: \_\_\_\_\_



*Yes, I would like to use River Oaks for my event.*

*Here are the steps to take in order to reserve the date .....*

**Steps to complete for Rental Policy/Booking:**

- STEP 1.** Read contract thoroughly and initial all bullets on rental policy as indicated. Return entire policy with contract signed and rental agreement bullets initialed. This contract must be return or mailed along with half of the total fee deposit.
- STEP 2.** Half of the total fee is required in order for booking your function on our calendar. You can mail your payment or drop by our offices with this non refundable deposit (refundable only within thirty days of payment). This along with signed contract must be returned at the same time.

**AT THIS POINT YOUR EVENT WILL BE MARKED ON OUR CALENDARS**

- STEP 3.** Caterer must read and sign their individual contract (enclosed as Caterer Rules and Regulations Form). Return this form upon confirmation of caterer. **This contract must be returned one month prior to event.** (Please consult a River Oaks Staff member in reference to this matter) A licensed caterer is required for all functions held at our facility not only for serving food but liquor as well.
- STEP 4.** Consult a River Oaks Staff member at least two weeks prior to your event to discuss setup, usage of ROS tables/chairs and review any special requests.

We hope you have a pleasant experience using our facility and enjoy your event. Thank you for choosing River Oaks!

Call 318-473-2670 with any questions.