



Rose Center & Council for the Arts
 442 W. Second N. St.
 PO Box 1976
 Morristown, TN 37814
 (423) 581.4330 fax: (423) 581.4307

**FACILITY
 RENTAL CONTRACT**



DATE OF EVENT _____ ROOM (RM 1, 2, 3, 4), CR, PH, Other _____ TYPE OF EVENT _____

TIME OF EVENT _____ ARRIVAL & END TIMES _____ NUMBER OF PEOPLE _____

RENTER _____ COMPANY _____

ADDRESS _____ PHONE _____

CITY _____ STATE _____ ZIPCODE _____

TYPE OF ID _____ ID # _____

DEPOSITS

1. RENTERS must pay a DAMAGE DEPOSIT as security that the facility is left in acceptable condition. The Damage Deposit is due at least one (1) business day before the event.
2. Damage, misuse of the facility, or extreme uncleanliness will result in the loss of 50% of the DAMAGE DEPOSIT. Depending upon the severity of the misuse or uncleanliness, the RENTER will lose all or part of the remaining 50% of the DAMAGE DEPOSIT.
3. The amount of the remaining DAMAGE DEPOSIT withheld will be solely determined by Rose Center.
4. If the room & facility have been left in its original condition, the full DAMAGE DEPOSIT will be refunded to the RENTER. Please allow up to five (5) business days for the return of damage deposits.

FEES

1. The full RENTAL FEE must be paid at least one business day prior to the day of the event.
2. One-half of the rental fee is due upon rental to reserve the room.

CANCELLATIONS

Between the date of this contract and one month prior to the date of the event, 50% of the FEE to reserve the room will be given upon cancellation. Within 1 month of the date of the event, no refund will be given .

POLICIES - PLEASE READ CAREFULLY:

1. The ROOM must be used for the designated purpose of the event.
2. RENTERS may have the use of facility from the Check-In time to the Check-Out time listed above. All events must be completed and room must be cleaned by 12 AM.
3. After the event, the facility must be cleaned and left in its condition upon rental, including exterior trash left by guests. RENTERS may not return to clean the following day.
4. The RENTER agrees to be responsible for any damage costs to Rose Center, above the amount of the DAMAGE DEPOSIT. If Rose Center is unable to contact RENTER, criminal charges will be filed against the RENTER.
5. Rose Center does not assume liability for injury or the loss of personal property by theft, destruction or other peril.
6. Items destructive to a historical building are PROHIBITED, such as glitter or confetti. Candles are not allowed.
7. Under extenuating circumstances, events may be cancelled by Rose Center at any time.
8. Renter is responsible for all guests and their conduct while at Rose Center. If necessary, renter will pay for the cost of certified security designated by Rose Center. The security will take action required to ensure the safety of guests and of the Facility, up to and including termination of the event if such action is warranted.

I have read and understand the information in this contract, have asked any questions concerning its contents and will comply with all policies and procedures.

SIGNATURE _____

DATE _____

PAYMENT SUMMARY

- DAMAGE DEPOSIT** \$ _____
Deposit will be refunded after final inspection.
- RENTAL FEE** \$ _____
- SECURITY FEE** \$50 per hr.
- _____ **HRS. X \$50 = \$** _____
A Security Guard minimum \$100.
- PH Kitchen use Fee \$75** \$ _____

TOTAL Deposit to be **REFUNDED** after final inspection \$

DEPOSIT DUE BY _____

TOTAL Rental & Security Fee to be **PAID** by due date below \$

FEES DUE BY _____

TOTAL Amount to be **PAID** \$

CHECK-IN TIME	CHECK-OUT TIME

PAYMENTS RECEIVED

FACILITY RENTAL INFORMATION

SET-UP REQUIREMENTS:

No. of Tables: _____ No. of chairs: _____ No. Renter supplied Tables : _____
Types of Tables: (72" round seat up to 10), (6' seat 6), Others: _____ No. Renter supplied Chairs: _____

Sketch Set-up of tables and chairs and other equipment

Kitchen use: Yes / No Full Partial Caterer: _____
 Tables only Phone no: _____

Equipment:

Podium: Yes / No Sound System: Yes / No Overhead Projector: Yes / No Stage: Yes / No
Network System: Yes / No Stage Lights: Yes / No
Other:

**As the Renter of Rose Center, you are responsible for its security and the safety of your guests.
BE SURE TO LOCK ALL DOORS UPON EXITING THE FACILITY.**

Turn off lights and check bathrooms.

Return of full damage deposit depends on Trash removed to dumpster in back. Grounds and parking lots are clean.

OTHER CONDITIONS

SMOKING is not permitted within the facility and only allowed in certain locations outside. Patrons are requested to discard all trash in the designated bins.

RECYCLING of waste materials is encouraged by renters. Bins for plastic bottles and aluminum cans are provided and labeled for use. **Please do not discard food containers, plates and eating utensils into the recycling bins.**

MOPPING is not a necessary requirement for clean-up. Sweep the floors, remove all trash, decorations, and other equipment brought to the facility. Clean table-tops and chairs as necessary. Stacking chairs and folding tables may not be necessary. **Please pick up any trash on the grounds or in the parking areas.**

CANDLES are an extreme hazard and not permitted except under very controlled conditions. **Please request permission to use any candles during your event.**

PARKING is available on the street and private parking lots across the street, unless posted otherwise. **Please respect the property at all times and clean up any trash left by your guests in the parking areas.**

DECORATIONS are permitted within reason. Tape should not be applied to the floors as it removes the finish. Glitter and confetti are not allowed. Birdseed is recommended for weddings. Please check with Rose Center staff prior to decorating.

Event Liability

It is recommended, but not required that renters obtain an Event Liability Policy from a registered insurer. Any such policy must list Rose Center & Council for the Arts as an exemption. A copy of the policy is to be provided to Rose Center prior to the rental.

Gazebo & Grounds Rental

Rose Center does not provide tables or chairs for outside rentals. Renter is responsible for informing Rose Center of the equipment to be used for outside rental and who will be the supplier. Installation is permitted one business day prior to the event. Rose Center Does Not Provide Security. All set-up and take-down is the responsibility of the Renter. Equipment removal must be completed within one business day after the event. The Renter will be obligated to pay any fees incurred by Rose Center associated with cleaning and or removal of equipment including storage if necessary.