

**Wells County Commerce & Visitors Centre  
GENERAL Rental Agreement for Upper and Lower Levels**

Lessee Name: \_\_\_\_\_  
Date of Event: \_\_\_\_\_  
Type of Event: \_\_\_\_\_

Available Space	Size	Rate	Charge
<input type="checkbox"/> Gallery (Upper Level): 4 HOUR RENTAL	1,566 sf ; 96 people seating only; max 6 tables/48 people	\$225	
<input type="checkbox"/> Gallery (Upper Level): ALL DAY RENTAL	1,566 sf; 96 people seating only; 40 with tables	\$325	
<input type="checkbox"/> Kitchen with Gallery Rental	Use of Lower Level kitchen: refrigerator, stove, sink, & coffee pot	\$50	
<input type="checkbox"/> Boardroom- <b>CAN ONLY BE BOOKED WITH GALLERY RENTAL</b>	38 w/ Tables & Chairs 20 w/ Conference Table & Chairs Only	\$50 Add On	
<input type="checkbox"/> Lower Level (FRI-SAT) Includes Kitchen	2,418 sf 161 w/ Tables & Chairs; 200 w/ Chairs Only	\$450	
<input type="checkbox"/> Lower Level (SUN-THURS) Includes Kitchen	161 w/ Tables & Chairs 200 w/ Chairs Only	\$350	
<input type="checkbox"/> Lower Level w/Studio (ANY DAY) Includes Kitchen	3,138 sf; +40 w/ Tables & Chairs	\$575	
<input type="checkbox"/> Lower Level: 4 HOUR RENTAL <b>Lower Level: Additional Event Time</b>	161 w/ Tables & Chairs 200 w/ Chairs Only <b>Will be charged if over 4 hours</b>	\$250 <b>\$100/hour Add On</b>	
<input type="checkbox"/> Lower Level Studio: 4 HOUR RENTAL	720 sf; 30 w/Tables & Chairs	\$125	
<input type="checkbox"/> Lower Level Studio: ALL DAY RENTAL	720 sf; 30 w/Tables & Chairs	\$200	
<input type="checkbox"/> Security (events with alcohol)	4 Hours (minimum)	\$75	
<input type="checkbox"/> Day Before Setup	All Day	\$100	

**All Rentals Include:** Cleaning & Room Set-Up • Tear Down & Cleaning • Trash Disposal

Included in Rental Rate (No Additional Charge)	Quantity Available	Quantity Needed
<input type="checkbox"/> Tables: 5' Dia Round	25	
<input type="checkbox"/> Tables: 8' Rectangular	15	
<input type="checkbox"/> Chairs	200	
<input type="checkbox"/> Podium	1	

Equipment Available for Rent	Size/# Available	Rate	Charge
<input type="checkbox"/> Projector & Screen	2 Available (1 portable, 1 stationary)	\$50	
<input type="checkbox"/> Portable TV Screen	40" (1 available)	\$25	
<input type="checkbox"/> High Top Tables	5	\$10 each	
<input type="checkbox"/> Stage	12 x 24 total sections	\$50	
<input type="checkbox"/> Microphone	2 Available	\$20 each	

Linens & Skirting	Colors	Rate	Charge
<input type="checkbox"/> Linens	White, Black, Ivory	\$5 each	
<input type="checkbox"/> Napkins	Various Colors	.30¢ each	
<input type="checkbox"/> Skirting	White	\$2 per foot	
<input type="checkbox"/> Chair Covers	Black/White	.50¢ each	

**TOTAL RENTAL CHARGE**

**DAMAGE & EXCESSIVE CLEANING DEPOSIT OF \$250** payable 30 days prior to event. Check will be held and may be fully or partially refunded AFTER

**RENT DEPOSIT OF \$100 DUE TO RESERVE DATE** \_\_\_\_\_

**BALANCE OF RENTAL CHARGE DUE** \_\_\_\_\_  
(DUE 2 weeks prior to event)

**BUILDING POLICY:** Beer & Wine is allowed on premises with a permit. Hard liquor is only allowed with a licensed caterer/bartending service. Should this policy be broken, the Damage & Excessive Cleaning Deposit will not be refunded. \_\_\_\_\_ (Initial for understanding)

By signing below, you acknowledge that you have read, understand and received a copy of this General Rental Agreement and agree to the fees and rules stated herein. The Rental Rules for General Rental are incorporated in and are a part of this Rental Agreement.

**Signed (Lessee):** \_\_\_\_\_ **Date:** \_\_\_\_\_

# Wells County Commerce & Visitors Centre

## Rental Rules for General Rental Agreement for Upper and Lower Levels

### **Down payment**

A down payment of \$100.00 holds your event and will be fully refunded for cancellation if notification is received at least 30 days prior to the date of the event. If cancelled with less than 30 days notice the down payment will be forfeited. The \$100.00 will go towards the rental fee.

### **Damage/Excessive Cleaning Deposit and General Cleanup**

The damage/excessive cleaning deposit (see rate sheet) is due 30 days prior to the event and the check will not be cashed before the event. The damage/excessive cleaning deposit check will be returned after the scheduled event only if all conditions of the rental agreement have been kept and should not be offset against rental fees. The Lessee is responsible for all damages and excessive cleaning to the premises occurring as a result of the event. The Lessee's liability for damages is NOT limited to the amount of the damage deposit. Rental Fees are due before the event date.

You are responsible for the following:

- No liquids in trash can (extra trash bags are available).
- Wipe any spilled areas on floor.
- Take all of your belongings with you.
- Ensuring the building is not left unattended while the doors are unlocked.

A cleanup charge is added to your rental cost. If there is excessive cleaning needed, the charge will come out of your damage deposit. **DO NOT PLACE LIQUID IN TRASH BAGS – THIS WILL RESULT IN A FEE.** Trash bags should be left in a single location in the building. (Kitchen in Lower Level and Workroom in Upstairs) You do NOT need to put away the tables and chairs.

### **Decorations**

No lighted candle or other open flame is allowed in the building at any time, unless contained within a globe or other protective device. No fog machines are allowed in the building. Use of glitter is prohibited unless approved by the Lessor.

### **Tables, Chairs, Lectern & Stage**

Round tables, long tables, and chairs are available for use and are included in the rental fee for the Lower Level. Set-up and tear down of tables and chairs will be the responsibility of the Lessor. A stage (12x24) is available upon request and set up by the Lessor and layouts can be suggested. A lectern is available, if needed.

### **Gallery**

The Gallery is open to the public during normal business hours and advertised events. A security camera is throughout The Gallery.

### **Internet Access**

High speed internet access is available in the Boardroom, Gallery, and Lower Level.

### **Alcoholic Beverages, Smoking, Etc.**

Alcoholic beverages may NOT be served or consumed on the premises, *with two exceptions*: (1) The Lessee obtains a temporary beer/wine permit and provides a licensed bartender who dispenses all alcoholic beverages consumed at the event and who is in attendance at all times during the event. (2) The Lessee employs a caterer holding an off-premises liquor license who dispenses all alcoholic beverages consumed at the event and who is in attendance at all times during the event. Smoking and the use of smokeless tobacco are not allowed inside the building at any time. Smoking must be 8 feet away from any part of the outside building.

Illegal drugs and illegal weapons are not allowed anywhere on the premises, whether inside or outside the building. As used throughout this agreement, "premises" includes the building, the grounds, the parking areas, and the riverbank improvements.

### **Access**

Access to the lower level area (when rented by itself) will be either through the east upper level entrance and down the stairs or lift, or from the walkway along the river to the northwest door of the building. When renting space only in the lower level, the Lessee will not have access to the Gallery, only the east hallway. Restrooms are available on the lower level.

### **Closing**

The Lessee will remain on site until a representative of the Lessor arrives to lock the building. The facility will close no later than midnight.

### **Waiver**

Lessee waives any and all claims against Lessor for any personal injury or property damage, which occurs on the premises during the rental period and agrees to indemnify Lessor from any such claims of Lessee's invitees.