



Rental Agreement

Renter's Name : _____

Contact Person (if Organization) : _____

Address : _____

Telephone Number : _____

Email /Website : _____

Additional items requested (tables, projector, etc.) : _____

Period of Rental : _____

Time of Rental: Time In : _____ Time Out : _____
(Period of Rental MUST include set up and clean up time.)

Purpose of Rental : _____

***Note: Depending on the type of rental, a security guard may be deemed necessary by the VAC Board. At that time the renter will be responsible to make the arrangements to have someone on the premises that fits the qualifications.**

Number of People Expected to Attend : _____

Approximate Age Group of People Attending : _____

If room is reserved for minors, how many chaperones will attend : _____

*Note: A minimum of 1 chaperone per 10 children is required.

Sub-total of fee : _____

Sub-total of additional items : _____

Damage Deposit : _____ (refundable)

Total Rental Fee (due at signing) : _____ **Date Paid :** _____

Method of Payment : _____ (payable to Vine Arts Center)



Rental Agreement

This is a confirmation of the reservation that I have made with the Vine Arts Center (VAC). I understand that my reservation is not completed until the rental fee and deposit are paid and a reservation contract form is completed. This written agreement, signed by the parties, contains the parties' entire understanding with respect to the subject matter hereof, and supersedes any and all prior correspondence, discussions, and representations. By participating in Vine Arts Center I understand that the Center will serve the greater good of all its participants. I understand that I am responsible for the safeguarding of my work and that if any harm comes to Vine Arts Patrons, my work, or myself, I will assume full responsibility. I also promise to respect Vine Arts Center, The Ivy Building, its tenants and all VAC's members and affiliates. Notwithstanding the foregoing, Renter represents that it has read and fully understands the Terms and Conditions of Use. Vine Arts Center will not discriminate against any person with respect to a person's race, color, sex, national origin, religion, age, veteran status, political affiliation, or disability (or anything else).

_____ Date _____

Renter Signature

Vine Arts Center Member Making Reservation (approved by directors) :

Telephone Number : _____ (612) 728-5745 _____



Rental Agreement

Vine Arts Center Rental Procedures

* For information on rental facilities, visit our website at www.vineartscenter.org/rental

The Vine Arts Center is in the Ivy Building for the Arts located at :

2637 27th Avenue South Minneapolis, MN 55406

The rooms of Vine Arts Center are available for rental Monday through Sunday between the hours of 9:00 am and 11:30 pm. **Reservations are to be made in person and must be accompanied with a signed contract.** ½ of Rental fee and deposit must be paid at the time of reservation. VAC will not be held liable for any miscommunication in regards to wrong dates, times or other requests.

Cancellation/Refund

Any cancellations made within 15 days prior to the rental date will result in forfeiture of the ½ rental fee.

Included in Your Rental

Vine Arts Center has a variety of equipment to meet the needs of your occasion which are included in the rental fee. (i.e. tables, chairs, refrigerator, coffee maker, limited tools, carts, shelves, pedestals, paint equipment, closet, kitchen utensils and others as specified by VAC ONLY)

Parking

Parking is available in public parking spaces in the vicinity of Vine Arts Center. The center cannot be responsible for damage to cars and is unable to guarantee sufficient parking. There is a parking lot available after 5 pm at the intersection of 26th Street and 28th Avenue.

Renter's Responsibilities

Each renter is responsible for leaving the room clean and in order. Your rental provides an attendant to unlock and lock up the facility.

This agreement is between the renter who is identified on the Rental Agreement and Vine Arts Center and may not be transferred, assigned or sublet to any other party without written permission of the VAC.

The following list of renter's responsibilities should be followed during and after the use of the rented space :

1. Renter is only entitled to the hours specified when reservation is confirmed. Renter will be charged accordingly for any additional time. All renters must be out of the building by the specified time on the Lease Agreement. The VAC cannot be rented between the hours of 11:30 pm – 7:00 am, unless approved in advanced by the Director of the VAC.
2. Renters are responsible to station a person at the front door of the Ivy Building (to insure the door remains unlocked, and that all parties that enter are welcome in the building)
3. Absolutely NO DRUGS ARE ALLOWED IN OR AROUND THE FACILITY. SMOKING IS NOT PERMITTED IN THE INTERIOR OF THE BUILDING. ALCOHOL IS PERMITTED ONLY WHEN WRITTEN APPROVAL HAS BEEN SECURED. FIREARMS ARE STRICKLY FORBIDDEN.
4. The space must be left clean and in order. Renter is responsible for removing all trash and for sweeping the floor. (Broom and trashcans are made available.)
5. All of Renter's items used in Renter's activity must be removed or properly and neatly stored if activity is on-going.
6. A drop cloth will be provided to protect the floor if painting is necessary. Failure to use the drop cloth will result in an additional charge. 7. Renter is responsible for any facility damages that occur during rental period and will be expected to pay for any necessary repairs over and beyond deposit amount.
8. The Renter will not discriminate against any person with respect to a person's race, color, sex, national origin, religion, age, veteran status, political affiliation, or disability (or anything else).
9. Renter assumes full responsibility for any damage caused to the facility as a result of his/her use of the space, whether or not caused by negligence. Renter shall leave the facility clean and in good condition.
10. Vine Arts Center reserves the right to deny the use of the space to any applicant for any reason. Renewal of leases is not guaranteed, and VAC may re-evaluate any Renter's use of space at any time. Violation of terms of use may result in immediate termination of lease.



Rental Agreement

IN CASE OF EMERGENCY, PLEASE ADVISE VINE ARTS CENTER IMMEDIATELY OR CONTACT PROPER AUTHORITY.

_____ YES, I have received a copy of the Vine Arts Center Rental Procedures.
I understand all the requirements for the use of this facility.

RELEASE, COVENANT NOT TO SUE, AND INDEMNIFICATION AGREEMENT

As an inducement for and in consideration for the undersigned's rental of a space from Vine Arts Center, the undersigned hereby indemnifies and holds harmless Vine Arts Center and its affiliated organizations and their directors, officers, employees and agents from and against any and all injuries, damages, claims, actions, causes of action, liability (including liability for negligence), and expenses (including without limitation reasonable attorney's fees) arising from or in any manner connected with the rental and use of said facility by the undersigned.

The undersigned further hereby fully and forever releases and discharges Vine Arts Center and its affiliated organizations and their directors, officers, employees, and agents from any and all known and unknown, anticipated or unanticipated occurrences, arising from or in any manner connected with and its affiliated organizations and their directors, officers, employees, and agents for any such claims, demands, damages, actions, or causes of action.

_____ Date _____
Renter Signature