

Rental Agreement

Creative Arts Center – 200 West 5th Street, Bonham, TX 75418

This Rental Agreement is entered into as of the ____ day of _____, 20__ by and between the Creative Arts Center and _____ (lessee).

- The term of this rental agreement commences at _____ a.m./p.m. on _____ (date of lease) and shall terminate at _____ a.m./p.m. on same date (to include set up and clean up time). The Creative Arts Center staff has the right to terminate the function prior to above time due to inappropriate behavior of the Lessee or their guests (such as excessive noise or drinking, abusive behavior or fowl language, etc.)
- The rental amount of the term is _____. A 50% deposit in the amount of _____ is due at time reservation is made.
- **CANCELLATIONS**: If reservations are cancelled on or before ten (10) days prior to the event (excluding the month of December) 10% of the deposit will be charged as a cancellation fee. The deposit is not refundable if reservations are cancelled less than ten (10) days prior to the rental date. There will be no refunds for cancellation of rentals during the month of December.
- **INCLEMENT WEATHER POLICY**: (for garden rentals): There will be no refunds for garden rentals due to inclement weather. However, the Lessee will be allowed to move the event inside at no additional charge if the weather does not permit the event to be held outdoors on the day of the rental.
- The Lessee is responsible for **setting up tables, chairs and decorations for the event**. The Lessee is also responsible for **cleaning up immediately following the event**, which includes returning tables & chairs to their storage space, removing decorations, sweeping and taking garbage to dumpster. Set up and clean up time will be included in the number of hours requested for the rental.
- The Lessee agrees to pay a Cleaning Deposit in the amount of \$100.00. This deposit will be refunded in full within fifteen (15) days following termination of the lease unless cleaning service is required. Cleanliness upon the termination of the lease is at the sole discretion of the Creative Arts Center.
- The Lessee agrees to pay a Security Deposit in the amount of \$200.00. This deposit will be refunded in full within fifteen (15) days following termination of the lease unless damages have been incurred. The Lessee agrees to be responsible for the complete repair and/or replacement of any and all damages to or theft of artwork and all Creative Arts Center property or furnishings caused by Lessee or their guests during their tenancy, even if the amount of the _____ damage exceeds the Security Deposit.

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- The Creative Arts Center and/or Garden shall be used for the purpose of _____ and for no other purpose.
- **ALCHOLIC BEVERAGES**: No alcoholic beverages will be served to minors and no alcohol may be consumed outside the building or outside of the fenced parameters of the garden. Should either occur the Lessee is completely liable for any and all results. If Lessee serves alcoholic beverages during this lease, they will notify the Creative Arts Center in advance and the Creative Arts Center will arrange to have a qualified

officer(s) of the Bonham Police Department or the Fannin County Sheriff's Department on duty for the entire event. The charges for the security officer are the responsibility of the Lessee. If Lessee fails to comply with any of these requirements, they will be asked to vacate the premises. ____ (**Lessee initials**)

- No artwork, furnishings or fixtures, including the piano, will be moved without Creative Arts Center staff supervision and/or permission. Use of stage sound and lighting system must be supervised by Creative Arts Center Staff member. _____ (**Lessee initials**)
- No flammable materials (such as tissue paper or crepe paper) will be permitted to be used for decorations. All candles must be in approved containers. No decorations or other items may be hung from the lighting fixtures. Creative Arts Center staff retains the right to refuse the use of any decorative items they consider inappropriate or that will mar, deface or alter the Creative Arts Center and/or garden. We ask that the Lessee and their guests respect the gallery's requirements to function as an art gallery. There will be no confetti, glitter or smoke machines allowed. No weapons or firearms are allowed on the premises. _____ (**Lessee initials**)
- No smoking is allowed inside the Creative Arts Center.
- This agreement shall not be sublet or assigned to another party.

I have read and understand the above lease agreement and agree to comply with all requirements of the Creative Arts Center:

(Lessee)

(Date)

Witness: _____
(Creative Arts Center Staff)

(Date)