



West Orange Arts Council
551 Valley Road, West Orange, NJ 07052
973-325-0151
www.woarts.org

West Orange Arts Council Rental Agreement

Rental fee for one room in the West Orange Arts Center is \$25 per hour WOAC members/ \$50 per hour non-members (2 hr minimum). Membership information: www.woarts.org/join-us

Payment is due at signing. If event is canceled by the renter for any reason, the West Orange Arts Council will charge a \$25 administrative fee. In the event the West Orange Arts Council must cancel due to unforeseen difficulties, the renter will receive a full refund and the opportunity to reschedule at their convenience.

To keep the West Orange Arts Center comfortable and tidy for everyone, there is a \$50 resource & cleaning fee. WOAC will provide a garbage bag for any disposables created during your stay that are to be disposed of at the end of your rental. All materials brought in must be removed and the Arts Center must be left in the order it was found.

Please send all media requests for promotion to info@woarts.org & deneisesdesign@aol.com (jpg <1000 pixels).

WOAC Contacts ameliaphoto1@gmail.com lc130@msn.com info@woarts.org

Renter Name/Organization: _____

Today's Date: _____ Date of Event: _____

Time of Workshop: _____

Type of Event/Workshop (short description): _____

Hours of use (include set-up & breakdown) : From _____ to _____

Type of Payment (credit card/check/cash): _____

Date paid: _____ Collected by: _____ Input method (Ipad, mail, etc): _____

Artist/Rentor signature: _____ Date: _____

Artist/Rentor name (print): _____

West Orange Arts Council signature: _____ Date: _____

WOAC representative name (print): _____