

West Orange Arts Center Rental Agreement



West Orange Arts Council
551 Valley Road,
West Orange, NJ 07052 v.5.4.24
www.woarts.org

The rental fee for the West Orange Arts Center for West Orange Arts Council members is \$100/hour to be paid in full, two (2) weeks prior to the date of the event. Each 4-hour consecutive session will have one hour free. (the 5th hour is free). To join visit www.woarts.org/membership.

Payment is due two (2) weeks prior to the event or at signing of rental agreement. A West Orange Arts Council designated representative will be on site during your event as support. Trash created during your event is to be removed and disposed of by your team at the end of the rental. All materials brought in must be removed and the West Orange Arts Center The facility must be maintained after use as found.

Contract details continue on page 2.

Renter Name: _____ Today's Date: _____

Phone: _____ Email: _____

Address: _____ Town/State/Zip: _____

Date of Event/Workshop: _____ Time: _____

Description of Event/Workshop: _____

Type of Payment (CC/check/cash): _____ Date paid: _____

Collected by: _____

Artist/Renter signature: _____ Date: _____

Artist/Renter name (print): _____

West Orange Arts Council signature: _____ Date: _____

WOAC representative name (print): _____

West Orange Arts Center Dimensions

FRONT ROOM: 19' X 20'

GIFT SHOP: 13' X 10'11"

WORKSHOP ROOM: 11' X 18'

BACK ROOM - REAR GALLERY: 15' X 18' / 17' X 18'

(Continued)

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A. USE OF FACILITY The West Orange Arts Council/West Orange Arts Center (WOAC) may only be used for the stated purpose of the rental. Renter agrees to abide by the dates, times and project outlined in this agreement and assure that event is staffed by responsible Renter contact. All uses must comply with building policies and respect and protect the property of the WOAC and its grounds. The WOAC is a non-smoking facility. No fire or candles can be used. The renter is responsible for ensuring that this is enforced during the rental period. Renters are responsible for the safety of existing artwork hanging on the walls at the WOAC and must ensure that no artwork is harmed by the renter or guests during the rental period. Renters are to be responsible while at the WOAC, and be in alignment with the WOAC representative assigned to be onsite during the function. Renter must follow policies each time used and leave space in the same condition in which it was rented.

B. USE OF EQUIPMENT/SUPPLIES: Renters may use existing chairs, tables, furniture at the WOAC. Renters should bring their own paper products (plastic utensils, plates, napkins etc) when holding a function and their own art supplies and paper if hosting a function using such items.

C. SET-UP and CLEAN-UP: Renter is responsible for all set-up and clean-up of the WOAC. The facility must be maintained after use as found. All materials brought in must be removed. Renters will be provided garbage bags for any disposables created during your stay that are to be disposed of at the end of rental.

D. INSURANCE: The WOAC will not provide insurance for any items related to renter's event. Renter must provide proof of liability insurance (attached to the agreement).

E. DAMAGE: Renter is responsible for all damage caused by the intentional or negligent conduct of the renter or his guests. This includes damage to the building itself or to furniture, equipment and artwork contained within the WOAC. If damage is caused to the building or items within it, the WOAC will bill the renter the cost of repair and/or replacement of the damaged item/area.

F. ALCOHOL CONSUMPTION IN THE FACILITY: The WOAC does not have an alcohol license. If alcohol is to be served on the premises during an event that charges admission or that asks for donations, the renter must obtain a one-day liquor license from the Township of West Orange, NJ. Alcohol may be consumed on the premises without a license during a private or public function as long as no money for any reason, is exchanged. The renter is responsible for complying with all alcohol laws, including ensuring that no one under the age of 21 has access to alcohol during the rental period.

G. CANCELLATION OF RENTAL CONTRACT If the renter decides not to use the WOAC after signing the agreement and making payment for any reason, the rental fee may be retained and can be applied to a rescheduled, mutually agreeable date. In the event the WOAC must cancel, the renter will receive a full refund and the opportunity to reschedule. The WOAC reserves the right to refuse to schedule or to cancel any exhibition for any reason that might place the WOAC in jeopardy socially, physically or legally.

Release: I hereby release and discharge WOAC, their staff, volunteers, directors, and all sponsoring organizations and their directors, from any responsibility, personal liability, claims, loss or damage arising out of rental of this space. I agree to abide by all of the above rules and guidelines set forth by this agreement, and understand failure to do so could result in my removal from the space. I understand that this agreement must be signed by both parties and be accompanied by payment and proof of liability insurance (as outlined above) in order to be a completed agreement. I understand and accept the above terms.

Artist/Renter signature: _____ Date: _____

Artist/Renter name (print): _____

West Orange Arts Council signature: _____ Date: _____

WOAC representative name (print): _____