



Deposit: _____	Date Pd: _____
Rental Fee: _____	Date Pd: _____
Cleaning Fee: _____	Date Pd: _____

Date: _____

**THE CULTURAL ARTS COUNCIL OF DOUGLASVILLE/DOUGLAS COUNTY, INC.
RENTAL AGREEMENT FOR THE CULTURAL ARTS CENTER
(Effective for all rental agreements signed after 12/14/2016)**

Organization/Individual _____

Authorized Agent _____ **Phone** _____

Address _____

E-mail address _____

Date(s) of Rental _____ **Number of Guests** _____

Function _____

Time: From _____ **To** _____

Time: From _____ **To** _____

Time: From _____ **To** _____

Name of Contact after Function _____ **Phone** _____

The Cultural Arts Council of Douglasville/Douglas County, Inc. (“Lessor”) agrees to rent to Lessee and Lessee agrees to rent, pursuant to the terms and conditions set forth herein, the Cultural Arts Center located at 8652 Campbellton Street, Douglasville, Georgia 30134.

1. Rental Area – The area being rented under this agreement is the upstairs, downstairs, porches and grounds surrounding the house with the exception of offices and gift shop which will remain locked.
2. Rental Hours – The house is being rented only for the times set (see above). The time specified includes both the time for the function and any preparation and clean-up time for the function and any preparation and clean-up time needed by the Lessee. If more time is needed, please rent an additional 4 hour time-slot. **NO FUNCTION SHALL EXTEND BEYOND 12:00 MIDNIGHT.**
3. Rental Fee(s) – Checks are to be made payable to the **Cultural Arts Council** or the **CAC**.
 - A refundable security/damage deposit of **\$250.00 (Two hundred fifty dollars)** must be paid at the time the agreement is signed. The security/damage deposit is refundable as long as lessee does not violate the rental agreement or rules and regulations. If lessee fails to abide by the agreement the lessor may deduct partial or all of the security/damage deposit. **If Lessee complies with all terms, the damage deposit will be refunded within 2 weeks of the end of the function.**
 - The rental fee of \$_____ must be paid in full no later than 30 days before the rental date.
 - A non-refundable cleaning fee of **\$85.00 (Eighty-Five Dollars)** is due 30 days before date of the rental. If the cleaning is over and above the norm, due to negligence of the Lessee or because of Lessee’s non-compliance with the Rules & Regulations, any additional cleaning fees will be withheld from the security/damage deposit.

4. Rental Key – The entrance door key shall be picked up and returned by Lessee at time and place specified by Lessor. A fee of \$10.00 per day will be charged if the key is not returned as specified. **LOST KEY CLAUSE:** If lessee loses the key, \$25 will be withheld from the Security Deposit to replace it.
5. Condition of the House and Premises – The house will be rented to the Lessee in clean condition with all equipment and furnishings in good order unless otherwise stated. Any tables, chairs or any other furnishings of the house shall be left in the same place and condition as the Lessee finds them. Lessee agrees to replace, fix, stack, and clean any property in the house or on the premises so that it is left by Lessee in the same condition as rented. If Lessee fails to do so, Lessor may withhold all or any part of the damage deposit as Lessor deems appropriate.
6. Exhibits – Any exhibits on display during the rental are NOT to be touched, moved, or disturbed in any way. Some of the artwork is fragile and the stands are not secured for moving. Damage to the artwork WILL result in the loss of the security deposit.
7. Services and Items Provided by Lessor – The house contains for the use of Lessee a fully operational kitchen, which includes: stove, cooler, microwave, icemaker and oven. Paper towels, toilet paper and other basic cleaning supplies are provided. The stove, oven and microwave are solely to be used to warm foods which were prepared elsewhere.
8. Permitted Use – Tenant may use and occupy the Cultural Arts Center for any lawful purpose provided; however, said use or purpose is a type not likely to result in damage to the House or its furnishings. The CAC may not be used for any event that promotes, proselytizes or advocates for a single political or religious points of view. The CAC may not be used for paid classes in the arts as this conflicts with the CAC’s arts classes.
9. Liability – In accepting the Cultural Arts Center facilities of Lessor under this rental agreement, Lessee does hereby assume all liability for any damage or injury to the persons or property while on the premises of the Arts Center and further agrees to hold harmless and indemnify Lessor, its Board and members for any and all claims for such damage and injury occurring to the property of persons of the Lessee, inclusive of, but not limited to their guests or anyone attending the function for whatever reason. In addition, the Lessee agrees to pay for the damage caused by the caterer or by any persons in attendance, and Lessee further agrees to abide by all laws and ordinances, and to hold Lessor harmless in this regard. The agent signing this agreement for Lessee is authorized by his organization (or other) to execute this agreement on behalf of same.
10. Access to House: The Lessee agrees to provide access to the house at any time during the rental to a member of the CAC Board of Directors or Staff.
11. Cancellations – The Lessee will receive a full refund less \$50.00 administrative fee for rentals cancelled 90 or more days in advance. Lessee will NOT receive the rental deposit refund if cancelled between 90-30 days prior to the rental date. No refund will be made for rentals cancelled less than 30 days prior to the rental date.
12. Rescheduling –If rescheduled 90 or more days in advance, Lessee will have a \$25.00 rental fee deducted from the rental deposit. If rescheduled between 90-30 days prior to the rental date, Lessee will have a \$75 rental fee deducted from the rental deposit. If rescheduled less than 30 days prior to the rental date, NO deposit refund will be returned.
13. Rules and Regulations – in addition to the foregoing, Lessee agrees to abide by the attached list of Rules and Regulations, a copy of which has been signed by the Lessee. Lessee assumes all responsibility for the rules and regulations outlined herein.
14. Responsibility – The Cultural Arts Council is not responsible for any items left by Lessee. For your convenience, however, the CAC keeps a Lost and Found box and will hold items for 30 days following the function, after which they will be discarded.
15. Self-catering or pre-approved outside caterers are acceptable.

LESSEE _____

LESSOR (Landlord)

Cultural Arts Council of Douglasville/Douglas County, Inc.

By: _____

By: _____

Authorized Agent

Date: _____

Date: _____



The Historic Roberts-Mozley House

8652 Campbellton St
Douglasville, GA 30134
770-949-2787



PRIVATE-PARTY FUNCTIONS:

Including weddings, showers, birthday parties, etc.

4 HOURS - \$450 (Saturday & Sunday)

4 HOURS \$400 (Monday – Friday)

DEPOSIT - \$350 (refundable)

CLEANING FEE - \$85 (non-refundable)

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NON-PROFIT ORGANIZATION FUNCTIONS:

Lessee must provide proof of non-profit status

4 HOURS - \$375 (Saturday & Sunday)

4 HOURS \$325 (Monday – Friday)

DEPOSIT - \$350 (refundable)

CLEANING FEE - \$85 (non-refundable)

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PLEASE NOTE:

- All rentals are made in 4-hour increments. You may rent 2-hour block after the first 4-hr block has been rented.
- Set-up and clean-up must be done within the contracted 4 hour rental time; an additional 4 hour block can be rented if more time is required.
- CAC members, at the patron or higher level, receive a 10% discount on rentals.

Call: (770) 949-2787 for more information or to arrange a tour of the facility