

Cultural Center Rental Contract

Rental arrangements will only be made during business hours. Monday through Friday, between the hours of 8a.m. and 4:30p.m.

In order to reserve the facility, this contract and a \$200.00 deposit is to be submitted two months prior to rental date. Cancellations 30 days prior to event will result in forfeiture of your deposit.

Damages to the facility will result in loss of deposit and may be assessed additional fees depending on the extent of damage.

Any equipment and/or service provided beyond the items listed in the rental rates will be charged to the renting organization at the prevailing rental rate at Canton Chair unless renting organization has made arrangements for additional rentals elsewhere.

Hanging decorations from ceilings or walls must be approved by the facility manager in advance of your event and an additional charge of \$75.00 will be charged to hang decorations.

Small extension cords, zip cords cannot be used within the facility. Space heaters may not be used at any time. Frayed or damaged extension cords are strictly prohibited.

Candles, open flames are strictly prohibited.

Kitchen if used must be cleaned by renting organization or a charge of \$50.00 will be assessed from the deposit.

Aisways must be kept at a minimum of 48". All entrances and exits must remain clear.

A facility maintenance person will be on duty at all events.

If a cash or open bar is requested the renting organization must hire private security for the event and show proof of hire to Facility Department.

Parking is provided by AMPCO parking services. Parking buyouts can be negotiated for your event at a reduced rate. Contact Facility Department for details.

An alcohol permit form must be submitted 30 days in advance of your event.

Storage of combustibles within the facility is strictly prohibited i.e., propane tanks, gas cans, etc.

Food for events must be provided by a caterer or be a pre-packaged re-heatable variety from a store. Food may not be cooked in the kitchen or brought in from home due to the restrictions of our food license.

The Cultural Center is the sole provider of alcoholic beverages at the facility or grounds. All requests for alcoholic beverages must be placed through the Cultural Center and dispensed by our bartenders.

Rental rates are from time of arrival to the time of departure.

Smoking is prohibited within the facility.

Tables and Linens are to be cleared by the caterer that evening or they must return the next day. Caterer must clear tables no later than one hour after the event ends.

I, We, hereby agree to the conditions for rental and signify that all information supplied by me is true and correct. I assume all liability for the conduct of my guests and for damages incurred while the facility is rented in my name.

Signature of Renter/Date

Date and Time of Rental

Deposit _____

Renter's Name (print)

Address: _____

Rate _____

City/State/Zip _____

Daytime Phone

Amount Due _____