



Rental Application

Event Date: _____ Application Date: _____

Type of Event: _____

Responsible Party: _____

Address: _____ City, State, Zip: _____

Cell Phone: _____ Email Address: _____

Contact Person: _____ Cell Phone: _____

Event Scheduling

Set-Up Time: _____ (Building to be opened)

(Contracting party members will not be issued a key. Opening and closing of the building will be coordinated with the FRAC representative.)

Time Event is to begin: _____ Time Event is to end: _____

Departure Time: _____

(Additional hours or portions thereof beyond the designated departure time will be billed at \$75 per hour.)

Number expected to attend the event: _____

Will alcohol be served? Yes No Caterer: _____ Phone: _____

Will you have musicians? Yes No Musician: _____ Phone: _____

Will this be a ticketed event? Yes No

Security Deposit \$ 500 Rental Amount \$ _____ Total \$ _____

I have read the contract and information regarding rental policies, procedures and guidelines, and agree to abide by these regulations stipulated by Flint River Arts Council.

Signature of Renter: _____ Date: _____

Frac Rental Policy General Info

Rental Charges

Security/Damage Deposit on ALL Rentals \$500

This deposit is due with the rental application. Dates will not be held until the deposit and application have been received. The deposit is fully refundable in fourteen days if the area is left in an orderly manner immediately following the event. The deposit is fully refundable if cancellation is made at least ninety days prior to the event and non-refundable if notice is given less than ninety days. This deposit does not apply toward nor is it included in the rental charge.

Downstairs Use Only

The use of the downstairs for a meeting/shower/party or similar event lasting 2-3 hours is \$100.

Upstairs Use

The use of the upstairs is \$300 per day.

Policies and Procedures

All events must conclude by the ending time noted on the Rental Application, which includes clean-up time. No event (including time to dismantle) may extend past 12:00 a.m. All clean-up must be completed within the allotted time period agreed to on the Rental Application to avoid additional charges. Each additional hour or portion thereof beyond the allotted time is \$75 per hour.

All damages which occur to the property and exhibitions of the Flint River Arts Collective shall be the responsibility of the contracting party. These shall include those damages which exceed the security deposit. All exhibits and furnishings will remain on the premises and are not to be removed or tampered with under any circumstances.

There is no use of tape on the walls and no use of candles in the building.

The rental includes the use of the facility's tables and chairs. Additional tables and chairs will be the responsibility of the contracting party.

Linens, glassware, dishware, and other such items must be supplied by the contracting party.

All items used by the contracting party for decorating, catering, etc., must be cleared out following the event within the time frame stated on the Rental Application. Flint River Arts Council is not responsible for any items left in the facility following the event. Items left for longer than thirty days will be donated to a non-profit.

Organizations or individuals serving food or alcoholic beverages will comply with all federal, state and local regulations that apply, assuming liability for all personal and or property damages that may result.

All facilities, kitchen, restrooms, and other areas must be cleared of all litter and debris associated with the event.