



**THE CENTER FOR ART, CULTURE & HISTORY - EXETER
RENTAL AGREEMENT**

125 South B Street (P.O. Box 253), Exeter, CA 93221, (559) 592-5900

Applicant Name: _____ Date: _____

Name of Organization or Group: _____

Address: _____ City: _____ Zip Code: _____

Phone: () _____ Secondary Phone: () _____

Email Address: _____

Purpose for which facility will be utilized _____

Space to be used (check all that apply): upstairs room & kitchenette (cap. 85)

downstairs room, kitchenette & patio (cap. 50)

Items to be used (check all that apply): tables chairs outside propane heaters

Rental Date: _____ Time: _____ (AM/PM) to _____ (AM/PM) Number Attending _____

A security/cleaning deposit of \$350.00 is required to book your event at signing of contract. The association shall have the sole discretion as to the amount of the security deposit refund, which will be paid to the renter within 30 days after the event. If any facility property is damaged or missing or if facility is not properly cleaned then a deduction shall be taken out of the security deposit. The deposit is nonrefundable in case of cancellation of event.

| 4 HOURS | 8 HOURS | 12 HOURS |
|---------------------------------------|--|--|
| UPSTAIRS ----- \$400.00 | UPSTAIRS ----- \$700.00 | UPSTAIRS ----- \$1,000.00 |
| DOWNSTAIRS/PATIO ---- \$400.00 | DOWNSTAIRS/PATIO ---- \$700.00 | DOWNSTAIRS/PATIO --- \$1,000.00 |
| ENTIRE FACILITY ----- \$800.00 | ENTIRE FACILITY----- \$1,400.00 | ENTIRE FACILITY----- \$2,000.00 |

- **Four-hour time blocks include setup and cleanup. We will charge \$100.00 per hour for any additional hours.**
- Final payment is due two weeks prior to event date.
- **Renter shall provide a "Certificate of Liability Insurance" in the minimum amount of \$1,000,000 listing CACHE as an additional insured.**
- **Renter is responsible for setup and cleanup/table and chairs to be put away by renter.**
- **Renter is responsible for taking garbage to the outside receptacle.**
- Renter shall be responsible for any damages incurred during their rental period.
- **Children must be supervised and remain in the rental space for the duration of the rental.**
- The renter shall always be on the premises during the event and shall be available for contact prior to the event.

Fees are subject to change without notice. The main gallery, museum, and office are not part of the rental space. Renters cannot reserve the facility before 10:00 a.m. and must be ready to vacate by 10:00 p.m.

If renters are selling alcohol during their event, the renter is responsible to obtain a license from Alcohol Beverage Control. The Exeter Police Department and a CACHE representative will need to sign the application before it's submitted. We will need a copy for our records prior to the event. *If renter provides a "hosted" bar, then no license is required.*

All children under the age of 18 must be supervised by an adult at all times.

If not in the case of an emergency, extra charges may occur if the elevator alarm is sounded.

There is no smoking or vaping (e-cigarettes and vapor items alike) allowed inside or near the premises of the building within a 25 feet radius. This includes all entrances, walkway, patios, or any other outdoor areas.

Decorations may be kept simple by tying twine to the lower beams or building PVC pipe displays, however **NO** nails, screws, bolts, pins, tape, ribbons, painter's tape, or any other types of extraneous materials are to be attached to the walls, interior or exterior.

If paying by check please make check payable to CACHE.

By signing this contract, I declare and expressly state that I have read, fully understand and agree with, and will comply in every aspect with the Rental Agreement Contract.

Applicant Signature: _____ Date: _____

CACHE Association Representative Signature: _____ Date: _____