

# FRIENDS OF MARY C. O'KEEFE CULTURAL CENTER OF ARTS & EDUCATION

## CAFE RENTAL CONTRACT

Renting Organization: \_\_\_\_\_ Individual Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ Email Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Phone (H) \_\_\_\_\_ (Cell) \_\_\_\_\_ (Other) \_\_\_\_\_

This contract is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, between the Friends of Mary C. O'Keefe Cultural Center of Arts & Education Corporation, hereinafter referred to as FMCOK and \_\_\_\_\_, hereinafter referred to as "Renter" and shall abide by the following stated terms:

Purpose of rental / name of event: \_\_\_\_\_

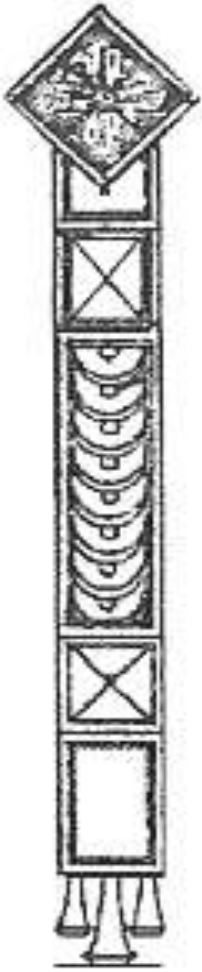
### DATES & TIMES OF RENTAL – Fill in blanks below:

<u>Date</u>	<u>Times needed</u>	<u>Billable hours</u>	<u>Hourly rental rate</u>	<u>Daily charge</u>

Renter hereby attests they rightly belong to the following category (check only one and initial):

### Renters check ONE option: Rental rates (3 hr. minimum)

<p>"For Profit" entity</p>	<p>_____ The Renter requests use of the Café appliances for food preparation – <b>rental rate is \$200 p/hour.</b> Renter must provide all food, spices, supplies, cookware and serving dishes for their event. Rental rate is for use of room, ovens, sinks, microwave, refrigerator, etc. only. Rental rates commence when materials are brought into kitchen and when all cooking materials are removed and renting staff has departed.</p> <p>_____ The Renter will NOT use Café appliances for food preparation. If food/drink is served during event, it will have been prepared offsite and brought to the Café – <b>rental rate is \$100 p/hour.</b></p> <p>Cafe rental includes Mary C staff member or volunteer on site during the event.</p>
<p>"Not for Profit" 501(c) entity</p>	<p>_____ The Renter requests use of the Café appliances for food preparation – <b>rental rate is \$175 p/hour.</b> Renter must provide all food, spices, supplies, cookware and serving dishes for their event. Rental rate is for use of room, ovens, sinks, microwave, refrigerator, etc. only. Rental rates commence when</p>



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	<p>materials are brought into kitchen and when all cooking materials are removed and renting staff has departed.</p> <p>_____ The Renter will NOT use Café appliances for food preparation. If food/drink is served during event, it will have been prepared offsite and brought to the Café – <b>rental rate is \$75 p/hour.</b></p> <p>Cafe rental includes Mary C staff member or volunteer on site during the event.</p>
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## CAFÉ CLEANING

The Renter agrees to have Café cleaned for them after rental period – **add \$150 for cleaning fee.**

## DEPOSIT

The Renter agrees to provide a **\$250 security deposit** (check to be mailed within 14 days of signing contract) to hold the room. This check will be held by FMCOK and will not be deposited before the rental period. If there are damages made to the Café, its equipment, or equipment found missing during the rental period, this deposit will be used to pay for said damages (If damage is more than \$250, Renter will be billed difference). Otherwise, the check will be returned to the Renter at the end of the rental period or destroyed.

## MISCELLANEOUS

1. If the Renter wishes to serve wine or any alcohol for their event, their event must catered by a caterer who has a valid wine permit that they are willing to use for the event. Also, security is required if Renter wishes to serve alcohol: The MCOK can arrange an off-duty police officer for the Renter's event, and the Renter is responsible to pay them directly (current rate: \$18 p/hour x 4 hour min = \$72).
2. \$20 fee for checks from the Renter returned to FMCOK as "insufficient funds", in addition to amount owed.
3. The Renter understands that no nails, scotch tape, masking tape, thumb tacks, etc may be used on the walls. All tables, chairs or other equipment will be lifted instead of dragged across the hardwood floors.
4. The Renter acknowledges that no smoking is permitted anywhere within the facility.
5. The Renter acknowledges that no political signs are permitted on the outside grounds.
6. The Renter agrees to hold the FMCOK, its Board, staff and volunteers free from any liability in the event of theft, accident, and injury to self or personal belongings while at the Mary C. O'Keefe Cultural Center.
7. The Renter agrees that the FMCOK has permission to use any photograph(s) taken of the event or performance for press releases and promotional efforts.

Signed: \_\_\_\_\_ Print name: \_\_\_\_\_ Date: \_\_\_\_\_  
Renter

Signed: \_\_\_\_\_ Print name: \_\_\_\_\_ Date: \_\_\_\_\_  
FMCOK representative