



Discover the Arts  
**Center Place**  
 Fine Arts & Civic Association, Inc.

FOR OFFICE USE: F \_\_\_\_  
 C \_\_\_\_

**CENTER PLACE RENTAL CONTRACT**

- Enjoy -
- Children's Theater
- Community Theater
- Dinner Theater
- Art Workshops for Children and Adults
- Summer Camps
- Charm & Etiquette
- Cooking
- Photography
- Mad Science
- Clay
- Painting
- Drawing
- Rentals
- Membership
- Sponsors
- Dawn Galia  
EXECUTIVE DIRECTOR
- Lisa Rodriguez  
MARKETING DIRECTOR
- Sue McElligott  
Candice Atnip  
OFFICE STAFF

**NAME OF RENTER** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

Street City State Zip

**PHONE**  
 (H) \_\_\_\_\_ (W) \_\_\_\_\_ (Fax) \_\_\_\_\_

**NAME OF PERSON PAYING FEE, IS DIFFERENT** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

Street City State Zip

**PHONE**  
 (H) \_\_\_\_\_ (W) \_\_\_\_\_ (Fax) \_\_\_\_\_

I have read the RULES AND REGULATIONS, CONTRACT and MEMO FROM THE BOARD OF DIRECTORS which I understand and agree to abide by. I agree to be financially responsible to Center Place, hold it harmless, and indemnify it for all rental fees and damage to persons or property caused by my use of the facility. I also agree to be responsible for legal fees necessary to collect for these damages or rental fees, including fees earned for an appeal.

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**DATE OF RENTAL** \_\_\_\_\_ **TIME** \_\_\_\_\_ **OVERSEER** \_\_\_\_\_

**FUNCTION** \_\_\_\_\_ **NUMBER IN ATTENDANCE** \_\_\_\_\_ **ROOM** \_\_\_\_\_

**NAME OF CATERER** \_\_\_\_\_ **PHONE** \_\_\_\_\_

RECEIVED: SIGNED CONTRACT \_\_\_\_ CATERER'S DEPOSIT \_\_\_\_ CATERER'S INSURANCE \_\_\_\_

- \_\_\_\_\_ RENTAL FEE (\$800.00 - 6 CONSECUTIVE HOURS) (FRI-SAT-SUN)
- \_\_\_\_\_ EXTRA HOURS/\$100 PER HOUR
- \_\_\_\_\_ SALES TAX
- \_\_\_\_\_ BEVERAGE OVERSEER (\$50 - 4 HRS/ \$10 EACH ADDITIONAL HOUR)
- \_\_\_\_\_ PODIUM MICROPHONE (\$15)
- \_\_\_\_\_ PIANO (\$35)

\_\_\_\_\_ **TOTAL RENTAL FEE** \_\_\_\_\_ **DAMAGE DEPOSIT AMOUNT** \_\_\_\_\_

**DATE DUE** \_\_\_\_\_ **DATE PAID** \_\_\_\_\_ **DATE PAID** \_\_\_\_\_

**DATE PAID** \_\_\_\_\_ **DAMAGE DEPOSIT FUND** \_\_\_\_\_ **DATE RETURNED** \_\_\_\_\_ **CHECK#** \_\_\_\_\_

## RULES AND REGULATIONS - CENTER PLACE FINE ARTS & CIVIC ASSOCIATION

1. Pay entire rental fee **SIX WEEKS BEFORE EVENT**, at this time also give Center Place a floor plan.
2. Center Place rental fee is for a 5 or 6 HOUR CONSECUTIVE period of time. All set-up, preparation, the function itself and the clean up must occur within this time period. You will be charged for each additional hour over rental hours.
3. Center Place is wet zoned. County Resolution states that an overseer from Center Place **MUST** be in attendance when any alcoholic beverage is served. **ALCOHOLIC BEVERAGES MAY NOT BE SOLD AT CENTER PLACE.**
4. Center Place is an Art Gallery. We will not remove the exhibit for your function. You **MAY NOT** remove or handle any of the art at any time, nor move the display cases or statuary.
5. We assume no responsibility for damage or theft of any equipment, supplies or personal items brought into the Center by you. We assume no responsibility for anything left in the Center after the function.
6. Decorations, etc. **MAY NOT** be hung from light fixtures, etc. or secured to the walls and framework. Light bulbs may not be taken out or replaced.
7. **NO RICE, BIRD SEED, HAY, CONFETTI, GLITTER OR SIMILAR MATERIAL** may be used in decorating or celebrating inside or outside of the building.
8. **NO SMOKING** is permitted in the building. - County Ordinance.
9. For your safety, do not exceed the fire code limit for number of persons in the building at one time. Be sure you and your helpers know where the exits are located. Don't block any exits with equipment or furniture.
10. Remove all garbage, trash, equipment and supplies from the Center and surrounding area immediately after the event. A dumpster is located outside in back of the building.
11. We strongly recommend the use of a caterer. When not using a caterer, **YOU** are responsible to see that the kitchen and appliances are cleaned and left in spotless condition.
12. In the event a rental must be canceled due to an Act of God or by direction of Hillsborough County, Center Place will, to the extent possible, reschedule the rental. If you and Center Place are unable to reach mutual agreement regarding a reschedule date for your rental following cancellation due to an Act of God or by direction of Hillsborough County, then Center Place will, as its sole obligation to you, refund any Damage Deposit and rental fees which you paid.
13. **NO PARKING** is permitted at the Physician's Care Walk-In Clinic between the hours of 9 AM-5 PM (Weekdays) & Brandon Oaks Medical Center between the hours of 7:00-4:00 PM (Sat.), 7:00-7:00 P.M. (Weekdays). Cars may be towed away. These times may change, and Center Place is not responsible for any cars which may be towed regardless of the hours which may then be in effect.

CENTER PLACE WILL RETAIN ANY OR ALL OF THE **DAMAGE DEPOSIT** IF THERE IS MISUSE OF THE FACILITY. Examples of misuse which have resulted in retaining part or all of the Damage Deposit:

1. Smoking and/or sale of alcohol in the building forfeits entire deposit.
2. Evidence of birdseed, rice, or any similar materials as in RULE 7.
3. Leaving trash and garbage in the Center and surrounding area.
4. Moving art, cases or equipment around the Center.
5. Excessive hours.
6. Damage of art, equipment, furniture or the building.
7. Unusual clean-up required after an event.
8. Tampering with the air conditioning/heater thermostat.
9. Carpet damaged by cake icing, candle drippings, etc.
10. Use of Center equipment not already rented.

If all or part of a Damage Deposit must be retained after your event, Center Place staff will be the sole determining agent in assessing the extent of the damage and determining cost of repair, replacement or clean-up. Center Place will select repairmen as needed and determine the date of repair, replacement and clean-up.

**CANCELLATION:** In the event that you cancel the event at any time following the signing of the Contract, regardless of the reason for such cancellation, the following rules shall apply:

- A. If you cancel the event at least SIX WEEKS PRIOR to the date of the function, then Center Place will retain the entire Damage Deposit and refund to you all rental fees.
- B. If you cancel the event less than six weeks prior to the event, then Center Place will retain the entire Damage Deposit plus 50% of the rental fees, and refund to you the remaining 50% of the rental fees.

If the Damage Deposit is insufficient to reimburse Center Place for repair or replacement of damaged property caused by your event, you will be required to pay Center Place for the full amount of any such damage costs in excess of the Damage Deposit.

## **MEMO FROM CENTER PLACE BOARD OF DIRECTORS TO RENTER**

Center Place Fine Arts & Civic Association, Inc. is a non-profit organization committed to providing a cultural center for the visual and performing arts, resources for civic organizations, and giving the community easy access to the arts through exhibits, classes, and performances.

When not in use for one of these activities, it may be available, at the discretion of the Executive Director, for certain types of private parties, receptions and meetings. When using Center Place please keep in mind these points:

1. Center Place is a very popular and extremely busy place. Your event will take place in an art gallery. Works of art will not be removed for any function.
2. We do not have personnel or financial resources to provide services or equipment other than that offered in our Contract.
3. All areas of the building are maintained with as high a level of cleanliness and neatness as possible.
4. Our staff has the right to refuse use of the facility to any group or person whose function does not meet our guidelines.
5. Both the person or group paying the rental fees and the person who is actually in charge of the event are held responsible for appropriate behavior of the guests and proper use of the Center, as well as any damage they may cause to the Center.
6. The group (club, church, etc.) and the persons signing the Contract and the caterer are expected to know and observe all laws governing drug and alcoholic beverage use in a public meeting, games of chance, etc.
7. No smoking is permitted in the building.
8. Center Place does not receive or pay interest on funds returned to you.
9. The caterer must provide Center Place with Proof of Insurance and pay caterer's damage deposit prior to the event.
10. You are expected to be familiar with our RULES AND REGULATIONS.

Over a period of nearly three decades, countless volunteer man-hours went into raising the funds needed to make this facility a reality. It is because of this history and because of our responsibility to the community now and in the future, that Center Place members, underwriters and staff ask special consideration in observing the necessary rules and regulations when you use the facility for your private functions.

Be sure to keep a copy of the RENTAL CONTRACT AND THE RULES AND REGULATIONS for review as you plan your function.

If you have any questions, our staff will be glad to answer them.

Sincerely,

Board of Directors  
Center Place Fine Arts & Civic Association, Inc.

OFFICE HOURS MONDAY-FRIDAY, 9:00-5:00 P.M. 685-8888