



AGREEMENT FOR BUILDING USAGE AND RENTAL

1. Use of any building, patio, or other area owned by Live Oak Art Center (LOAC) may not interfere with any LOAC exhibit or other scheduled program. Date and time of rental must be confirmed in advance of use by the Board of Directors or LOAC representative in charge.
2. There will be one named person or representative of the business/organization responsible for adherence to rental rules and policies for use of LOAC facilities. The lessee is solely responsible for setting up before the event and cleaning up after the event.
3. All areas used during the event must be clean and neat before building is closed. Floors must be swept. Chairs, tables, dishes, tableware, and other items must be properly cleaned and returned to their proper storage area. All trash must be bagged and removed to the outside dumpster. The \$150 cleaning/resetting fee charged in the rental contract does not cover the aforementioned cleaning tasks.
4. NO hard liquor is to be served under any circumstance. Beer and wine is acceptable.
5. NO rowdiness and/or rambunctious games are permitted.
6. NO SMOKING INSIDE OR ON THE LOAC PATIO. Smoking is permitted outside, in front of the building on the public sidewalk. Absolutely NO use of lit candles/open flame is allowed on LOAC property. There are no exceptions to these rules.
7. NO GLITTER or LOOSE CONFETTI is allowed. Glittered decorations are not allowed.
8. No use of LOAC rental spaces after 12:00 MIDNIGHT is permitted without PRIOR agreement from the LOAC Board of Directors.
9. UNDER NO CIRCUMSTANCES MAY ANY ARTWORK (PAINTINGS, PRINTS, CERAMICS, PHOTOGRAPHS, DRAWINGS, SCULPTURES, FOLKART, TEXTILES, ETC.) NOR ANY FURNISHINGS (PEDESTALS, LIGHTING, DESKS, TABLES, BENCHES, ETC.) BE MOVED OR ALTERED IN ANY WAY UNLESS PRIOR ARRANGEMENTS HAVE BEEN MADE WITH AN OFFICER OF THE BOARD OF DIRECTORS OF THE LIVE OAK ART CENTER.
10. The lessee/user is solely responsible for any damage to the facility and/or any artwork. By signing this contract the user agrees to abide by these conditions.
11. A deposit of 50% is due at the time of booking. The remaining 50% of the rental fee is due 30 days prior to the date of the event.
12. All cancellations must be made in writing. Full refunds will be given for requests received 90 days or more in advance of event. If request is received 31 to 90 days prior to rental date, a 50%

refund will be given. If refund request is received less than 30 days prior to event, no refund will be given. There are no exceptions to the refund policy.

13. The lessee/user shall at all times indemnify and hold harmless the LOAC and its officers, agents, and/or employees against any and all claims, demands, damages, loss judgments, costs, workers' compensation payments, litigation expenses, and counsel fees arising out of injuries to the person (including death) or damage to property alleged to have been sustained by: officials, officers, agents, and/or employees of the LOAC; the lessee/user or; any other person, whose injuries are alleged to have occurred on or near the leased property having been caused in whole or in part by the acts, omissions, or neglect of the lessee/user or any other individual associated with the lease.
14. The existence of insurance shall in no way limit the scope of this indemnification. The lessee/user further undertakes to reimburse the LOAC for damage to property caused by the lessee/user, or his employees, agents, or volunteers, spectators, or participants in connection with the lease/use of the property used by him/her or them.

Event Space Rental Rate (2 hour min, whole hours)	Business Hour Rate	Non-Business Hour Rate
Entire Building	\$150/hr.	\$200/hr.
Downstairs Only	\$75/hr.	\$125/hr.
Upstairs Only	\$100/hr.	\$150/hr.
The Courtyard Wine Bar*	\$75/hr.	\$100/hr.

**The Courtyard Wine Bar may be rented outside of regular business hours only.*

Event Space Capacities

Downstairs Gallery: 100 guests
 Kitchen Service: 120 guests
 Courtyard Wine Bar: 150 guests
 Upstairs Gallery: 150 guests

Event Space Measurements

Downstairs Gallery: 39' x 30'
 Brunson Saloon Back Room: 30' x 22'
 Upstairs Gallery: 67' x 25'

By signing below, I signify that I am authorized to execute this Building Usage and Rental Agreement and I have read and understand the terms above.

 Lessee/Representative Signature

 Live Oak Art Center Representative Signature

 Print Name

 Print Name

 Date

 Date