



Petersburg Area Art League
7 E. Old Street, Petersburg, Virginia 23803

BUILDING & SPACE RENTAL CONTRACT

EVENT:

DATE:

HOURS:

COST:

AREA REQUIRED:

ATTENDANCE:

POINT OF CONTACT:

This contract is made between the Petersburg Area Art League (PAAL) and

Contract Conditions:

A 50 % deposit at the time of contract signing. Remaining balance is due on or before the date of event. Fifteen Day (15) cancellation is required to get refund; less than this minimum requirement will result in loss of deposit. Payment in cash/check or credit card (3% fee for use of card will be added)

Meeting Space Inclusion: A minimum of 3 months contract is required to receive special rate of \$50 per meeting use. These rates are only available for organizations that are having group meetings and will not accommodate special events.

Operating Instructions:

Renter is responsible for set-up and break-down of tables/chairs, clean-up area, and empty room trash cans. Any required linens or special equipment will be at renter's own expense. Renter may bring refreshments/snacks. Cooking is strictly forbidden. The area/floor must be swept clean. Turn off lights, secure doors and take out trash to exterior trash containers. Report any damage or building issues immediately.



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Schedule for Meetings:

Renter will notify PAAL 30 days in advance (but no later than 15 days in advance) of required meeting date and time. Requested date/time must be deconflicted with the main calendar of events; dates and times for the requested event based on the available dates and times currently scheduled for PAAL. A regular – agreed upon scheduled day – is preferable.

Renter’s Liability for damage: Renter is responsible for the conduct of its members and guests. Any rental group or person shall be liable to the PAAL for property damage to facility and/ or furnishings which occurs during the period of such group’s occupancy when such damage results (i) from the negligence of the renter or of any person for whom he is legally responsible or (ii) from the failure of the renter/guest to comply with rules and regulations of which the renter is given actual notice. (Reference Virginia Code). Renter is required to provide a Certificate of Insurance naming PAAL as the insured. If rental is reoccurring, a renter’s policy is required.

PAAL Liability: PAAL shall maintain a policy of commercial general liability insurance and will comply with all required code compliance regulations and health department policies. Personal injury due to individual’s own fault or misconduct is not the responsibility of PAAL.

TOTAL PAID: \$ _____

PAAL Representative
Bill Nicholson, President

Renter Representative

PAAL: 804.861.4611

DATE:

DATE: