



Barrett Art Center
Dutchess County Art Association

Event Rental Terms of Agreement

BASE RATES – Gallery/Studio

Rental of Galleries for up to 3 hours-\$100.00

Rental of Galleries from 3 to 6 hours-\$175.00

Second Floor Studio Rental for up to 3 hours-\$50.00

Second Floor Studio Rental from 3 to 5 hours-\$75.00

We require a non-refundable deposit of \$75.00, paid in advance, to hold your date. Cancellations up to 48 hours are 75% refundable.

Misc. fees may apply for additional event staff, ice, cleaning and certain rental equipment.

Base Rental fees do include one staffer; set up and breakdown of tables, chairs, etc., plus numerous amenities which are listed below.

AMENITIES: Included With Base Rate

Your rental fee includes a limited number of tables, chairs and individual work tables; full kitchen with full size range-top oven, refrigerator and microwave; Wi-Fi access; air conditioning and much more, including:

Regular banquet tables (9) – 30" x 72" x 29" high

Folding chairs – metal (36)

Stools (8)

Projection screen

Chalkboard

Easels (12)

ADD-ON AMENITIES

Table of Eight, Tablecloth only: *starting at* \$20.00 per table

Table of Eight: Includes linens (*table cloth and napkins*), plates, and utensils (*knife spoon, fork, dessert fork*): *starting at* \$55.00 per table

Craft Paper Table Topper: \$1.25 per table

Fabric Table Topper: \$10.00 per table

Contract

Event Date: _____

BASE RATE FEE: _____

ADD ON AMENITIES

= _____
AMENITIES TOTAL

= _____
OVERALL TOTAL

Agreement:

I accept the above terms and agree to perform the facilities and amenities available to me in accordance with the policies and practices of DCAA. DCAA/BAC reserves the right to cancel rental due to emergency or other conditions outside of DCAA/BAC control. This agreement represents the entire and integrated agreement between DCAA and the leasee and supersedes all prior negotiations, representations or agreements, whether written or oral.

Signature

Date

Name (printed)

Address

City, State, Zip

Phone (home)

(cell)

DCAA/BAC Administrator Signature

Date

One copy to Leasee; one copy to DCAA/BAC