



Barrett Art Center
Dutchess County Art Association

Meeting/Studio Rental Terms of Agreement

BASE RATES – Meeting/Studio

Meeting Rental - \$50.00 (before 7pm)

Second Floor Studio Rental - \$25.00(before 7pm)

Additional- \$25 staffing fee after 7pm

We require a 50% deposit, paid in advance, to hold your date. Cancellations up to 48 hours are 75% refundable.

Misc. fees may apply for additional facility staffing, 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 – 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