

Private Event Space Usage & Art Project Agreement

This contract for the use of a venue is made this day, _____, by and between Access Arts, hereafter referred to as the Owner, and _____, hereafter referred to as the Client.

Whereas, the Client desires to temporarily occupy and make use of the designated room in the facility located at **2109 Cottle Drive, Columbia MO 65201**.

Whereas, the Owner agrees to such occupation and use in consideration of certain payments and covenants herein enumerated;

Now, therefore, the parties agree to the following terms and conditions:

1. The Client shall pay to the Owner the sum of \$_____ no later than _____. This amount shall serve as the Room Reservation Fee, and is non-refundable after two-weeks before the date of the event.
2. The Client shall have access to and use of the venue from _____ o'clock on _____, to _____ o'clock on _____, for the purpose of hosting the Client's _____ event.
3. Owner shall provide a private art class for the Client during the time period agreed upon in (2) above. The art project fee shall be \$_____ per participant, and no less than \$_____ total (minimum of 7 participants). This fee shall be payable to the Owner upon the expiration of the rental period described in (2) above, unless other arrangements have been agreed upon beforehand.
4. In the event that Client fails to pay the balance due within the time period agreed upon in this contract, late fees shall accrue at the rate of \$15 per week until it is paid. Client shall also be liable to owner for any legal fees, court costs, and other expenses associated with collection.
5. Completed art projects may be withheld by the Owner until such time as the entire balance due is paid.

6. Client shall remove all personal property, trash, and other items that were not present in the venue when Client took control of it.

7. Client will be liable for any physical damages, legal actions, and/or loss of reputation or business opportunities that Owner may incur as a consequence of the actions of Client or any of Client's guests while Client is in control of the venue, and shall indemnify and hold harmless the Owner against any and all legal actions which may arise from Client's use of the venue.

8. Any disputes arising under this contract shall be adjudicated in the Owner's local jurisdiction.

In witness of their understanding of and agreement to the terms and conditions herein contained, the parties affix their signatures below.

Client's Signature, date	Owner's Signature, date
Printed Name	Printed Name
Address	Address
City, State, Zip Code	City, State, Zip Code

Private Event Policies Acknowledgement

Check each box as you read to signify that you have read and understand each policy listed.

- At the private event, all members of the party that are of school-age and older (5+) are **strongly advised** to wear a facemask to limit the risk of transmitting COVID-19.
- We prohibit the use of all controlled substances, and underage drinking on our premises. If you provide alcohol, you are responsible for verifying the ages of the participants.
- Any time you might need to set up food, refreshments, decorations, etc. it **MUST** be included in the reservation time. **Please do not arrive before your scheduled room reservation time.** In addition to the regularly allotted 2 hours, you can add an extra hour to your reservation time for an additional \$25. Be sure to also take your set up time into consideration when telling your guests when to arrive.
- Two days before the date of the event, the Client must give the Owner a FINAL headcount of participants who will be completing the projects, and additional guests who will be in attendance. This count must be within or below the already agreed-upon group size that was paid for in advance. If changes occur, and the final headcount is larger than previously agreed-upon, then the Owner reserves the right to increase charges that match with the correct group rate size stated on the Access Arts website.
- Once a final headcount is confirmed, **NO** refunds will be issued for unexpected absences on the day of the event.
- Anyone who stays in the space while the party is going on, must be included in the head count established prior to the event. If more guests stay than what was originally confirmed in the booking, then the Owner reserves the right to increase the booking fee to reflect the established group size rates found on the Access Arts website.
- YOU WILL BE RESPONSIBLE FOR SOME CLEANING UP.** Anything **YOU** or your party brought, you **MUST** clean up and remove from the premises. We have a dumpster and trash bags that you will be able to use to dispose of the aftermath. We will handle the clean up of all tools and materials used for the art-making.

- (For clay projects) You will receive an email when your pieces are fired and ready for pick up, typically they are ready within 2 to 3 weeks after the date of the event. The client will be responsible for picking up all of the projects and distributing them to the rest of the group. If the client does not pick up the projects within 3 weeks from the date the email is sent, we will discard the pieces. Instructions on where and how to retrieve the pieces will be included in the email.

At some private events, we have a staff member who comes to take photos. Would your group consent to having your photos taken for our social media, website, and other promotional materials? Check one: Yes No

Sign below to acknowledge that you have read and understand the details listed above.

Client's Signature, date
Printed Name