

ARTS CENTER TASK FORCE HEADQUARTERS

VENUE RENTAL TERMS AND POLICIES

- I. Property: The Arts Center Task Force Headquarters is located at 704 SYMONS ST. RICHLAND, WA 99354.
- II. Maximum Occupancy: The rental party shall consist of Renter(s), Vendor(s) and attendees not to exceed the specified number of persons for the rented space:
 - i. Conference Room: 20 persons (12 conference chairs provided, with additional folding chairs available on request)
 - ii. Podcast Booth: 4 persons
 - iii. Studio: 50 persons (seated at tables), 75 persons (chairs only), 100 persons (standing).
- III. Term of the Rental: The date(s) and hours reserved in the online booking system represent the full amount of time allotted for the event, including any set up and clean up time. Should the renter require additional time for setup or clean up, coordination with ACTF in advance of the event is required and is subject to availability. Events shall not start before 7:00 AM and must end no later than 10:00 PM.
- IV. Access: This agreement does not constitute exclusive occupancy of the building. ACTF daily operations, and other client events may take place in other areas during the rental time.
- V. Rental Rate and Fees: The renter agrees to pay the full rental amount at the time of booking. 1/3 of the total paid at the time of booking is nonrefundable.
- VI. A credit card number is required to remain on file until 10 days following the event, regardless of the chosen method of payment. This credit card will be charged if the renter causes:
 - i. Damage to the property, furnishings, or equipment,
 - ii. Dirt or other mess requiring excessive cleaning,
 - iii. Any unexpected costs incurred by ACTF as a result of the rental.

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- VII. Cancellation: Notice of cancelation must be submitted in writing at least 30 days prior to the event. Any rental fees above and beyond the 1/3 non-refundable portion shall be returned within 10 business days. Refunds shall not be issued if cancelation occurs within 30 days of the event.
- VIII. Payment: Our online booking system requires payment by credit card at the time of booking. If you prefer to pay by business or personal check, please contact us for an invoice. Please note that your booking will not be locked in until full payment is received.
- IX. Rental Rules: The renter agrees to abide by the rental rules, as outlined within this document, at all times while at the property and shall be responsible for all members of the rental party and anyone else the renter permits on the property (vendors, guests, etc.). Failure to comply with any of the rental rules without express written permission from ACTF may result in action up to an immediate end to the event and loss of future rental privileges.
- i. Smoking of any kind in any form, including vaping and e-cigarettes, is not permitted inside the building. Smoking is permitted outdoors at least 25 feet from any building structure. The renter must clean up any cigarette butts or related trash on the property.
 - ii. ACTF must be advised of the name and contact information of any vendor who will be servicing the event at least two (2) weeks prior to the event.
 - iii. ACTF must be advised of and approve all proposed logistical plans for use of the premises at least 30 days prior to the event.
 - iv. Furnishings and equipment shall not be taken outside the building or be removed from the property without prior written consent from ACTF.
 - v. Pets and other animals (service animals excepted) are not permitted in the building. This includes pets in arms, carriers, bags, etc.
 - vi. Décor must not leave permanent markings or cause damage to any surfaces or equipment. Glitter, confetti, birdseed, and anything similarly difficult to clean are not permitted. Candles must be electronic only. Open flames are not permitted.

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- vii. Parking is limited at the property. Parking on adjacent neighboring properties is not permitted. Any illegally parked vehicle is subject to towing at the vehicle owner's expense.
 - viii. The renter shall see that the property (inside and outside) is left in a reasonable and tidy condition at the end of the event. The renter is responsible for taking out all trash from the event at the end of the rental time to the dumpster in the alley next to the Studio. Any trash that does not fit in the dumpster must be removed from the property by the renter, or the renter will be charged the full cost of having it removed.
 - ix. When a rental takes place over multiple days, the renter shall remove all personal property and restore the room(s) to a reasonable and tidy condition at the end of each day, unless otherwise agreed upon in writing. ACTF will not store items and equipment for the renter unless otherwise agreed upon in writing and shall not assume responsibility for the renter's property at any time under any circumstances.
 - x. If alcohol is to be served at an event, it is the renter's responsibility to obtain and properly display the appropriate permit from the Washington State Liquor and Cannabis Board at <https://lcb.wa.gov/licensing/special-licenses-and-permits>. Please email a copy to info@artscentertaskforce.com at least 7 days prior to your event. If the appropriate permit is not provided, ACTF will prohibit the serving of alcohol at the event.
 - xi. If alcohol is being served, ACTF requires the renter to obtain an insurance rider for the event: <https://www.theeventhelper.com/>. Please email a copy to info@artscentertaskforce.com at least 7 days prior to your event.
 - xii. ACTF reserves the right to require event security at the renter's expense.
- X. ACTF cannot be held responsible for: The failing of any other company due to said company's error or service interruption (i.e. electricity, water, etc.). Act of neighbors such as: Construction, road repair, and maintenance or act of God. ACTF reserves the right to enter the property at any time to investigate disturbances, check occupancy, check damages, make repairs, alterations, and improvement.
- XI. If any provision of this agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If

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a court finds that any provision of this agreement is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

- XII. This agreement may be modified or amended if the amendment is made in writing and is signed by both parties.

- XIII. In the event the renter must change the date of the event every effort will be made by ACTF to transfer reservations to support the new date, but availability cannot be guaranteed. In the event ACTF is forced to cancel any reservations at any time prior to or upon the date of the event, and a new date cannot be agreed upon, ACTF will refund in full all fees and deposits paid within 14 days. Such cancellations could be a result of County, State or Local ordinances enacted, acts of God, other legal entities enforcing restriction of use of property at the time of the event.

- XIV. This agreement does not constitute ownership, control, or exclusive use of the building and/or property and equipment provided to the Renter by ACTF. ACTF maintains total ownership and control of the rental space and all furnishings, property, and equipment therein.

- XV. The Renter agrees to indemnify and hold ACTF and its agent(s) harmless against any and all claims, demands, liabilities, damages and expenses (including reasonable attorney fees and expenses) arising by reason of injury to or death of any person or damage to or loss of property occurring on, in, or about the property, from the use of the property by the Renter or any of its invitees or guests, or vendors, or from any breach of by the renter of any conditions of this agreement, or from any act or negligence of the Renter, or its invitees, guests, or vendors, in or about the property, even if caused in whole or in part by the negligence of ACTF.