



RENTAL AGREEMENT

Contact Information

Organization Name: _____

Event Contact Name: _____ Title: _____

Phone Number: _____ Email Address: _____

Mailing Address: _____

Event Information

Event Title: _____

Event Date: _____

Event Time: _____

Estimated Attendance: _____

Rental Agreement for use of Tippecanoe Arts Federation

This agreement entered into this _____ day of _____ 2017, by and between Tippecanoe Arts Federation, Inc., hereinafter referred to as the LESSOR with offices at 638 North Street, Lafayette, Indiana 47901 and _____ herein after referred to as the LESSEE.

Witness as follows:

1. The LESSOR leases the following areas for the period described in paragraph (3) of this lease at the Tippecanoe Arts Federation facility, 638 North Street Lafayette, Indiana, hereinafter referred to as TAF and including the following specific areas (check all that apply):

- | | |
|----------------------|--------------------|
| Wells Reception Hall | West Meeting Room |
| East Meeting Room | Annex Meeting Room |
| North Meeting Room | |

2. The LESSEE shall use the above spaces for the purpose of:

3. This lease is for the following date(s) and time(s):

4. Is this event open to the public? Yes No

Will your organization be charging an admission fee? Yes No

If an event, open to the public, the actual event dates and times must be listed below:

5. The LESSEE agrees to pay the LESSOR for all labor and materials incurred in connection with the LESSEE's use of the premises. The charge for said labor shall be computed in accordance with the LESSOR's fee schedule. The LESSEE hereby acknowledges receipt of said fee schedule which is attached to this lease.

6. LESSEE agrees to pay the LESSOR _____ for use of space in the LESSOR's facility. In addition, the LESSEE agrees to pay labor charges and any other applicable service fees.

7. This lease becomes effective upon receipt of full payment. The balance of any charges accrued during or after the event shall be paid by the LESSEE to the LESSOR within fourteen (14) days of billing.



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8. The LESSEE shall be responsible for any and all labor costs whether they be provided by the LESSOR or the LESSEE. The LESSOR shall provide the following labor for the LESSEE:

Cleaning of leased premises	Ó[} &••q } •Á
Set-up and/or teardown	Ù^& ;æ Á

9. If the LESSOR provides any of the above labor, the LESSEE shall pay the LESSOR for said services in accordance with the LESSOR's fee schedule. The LESSEE hereby acknowledges receipt of said fee schedule.

10. Tickets, invitations and other admission documents for events at TAF shall be printed/prepared solely by the LESSOR.

11. The LESSEE will be required to set its ticket prices and inform the LESSOR by the date of _____ to allow adequate time for sale of tickets.

12. The LESSEE may choose to arrange catering. For an event serving food prepared by the LESSEE (not a caterer), preparation may not be done at Tippecanoe Arts Federation. *Warming and reheating of food are permitted in the kitchen.*

13. The LESSEE also requests the following equipment for its use while leasing Tippecanoe Arts Federation:

Tables; # Requested: _____	Overhead Projector
Chairs; # Requestd: _____	Projection Screen
Podium	TV (comes with VCR/DVD Player)
TAF piano	Sound/PA Equipment
Other: _____	

14. It is the intention of the LESSOR to maintain the pianos through regular tuning. If LESSEE deems it necessary to require that a piano be tuned, it will be at the expense of the LESSEE. LESSEE must notify the LESSOR of the need for piano tuning sufficiently in advance to allow its achievement. LESSOR will make arrangements for the piano to be tuned by a LESSOR approved piano technician. The LESSEE further agrees to pay for any damages resulting in the failure to comply with the conditions of this item.

15. No smoking is allowed in TAF. Failure to abide by this requirement shall result in immediate expulsion of the offending individual. This lease may be declared null and void if the LESSEE is deemed by the LESSOR to have inadequately communicated or enforced this provision to the LESSEE's affiliates or the public while leasing TAF. LESSEE is responsible for any costs incurred by LESSOR to remove any smoke odors from the facility.

16. It is necessary that adequate security and cleanup labor be provided in the use of TAF. If, in the opinion of the LESSOR, additional security or cleanup beyond that already specified is needed to perform this lease, the LESSOR may hire additional labor to cover said services at the expense of the LESSEE.

17. If, in the opinion of the LESSOR, technical services are not being adequately provided by the LESSEE in the use of the LESSOR's equipment or facilities, the LESSOR may hire additional labor to cover said services at the expense of the LESSEE. If, LESSEE provides any of its own tech labor, the specific person used for this purpose must be approved by the LESSOR.

18. Safety and fire regulations shall be observed at all times by the LESSEE in the use of the LESSOR's premises.



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19. Any damage to the LESSOR's premises while in use by the LESSEE shall be the responsibility of the LESSEE.

20. In the event that TAF shall be destroyed or damaged by fire or by any other cause, or if any other casualty or Act of God shall render the fulfillment of this agreement impossible, the LESSOR shall not be held liable by the LESSEE.

21. The LESSOR assumes no responsibility for liability for any property brought onto the premises of the LESSOR by the LESSEE.

22. The LESSOR'S board of directors, officers, and staff are hereby expressly relieved and discharged from any and all liability for any loss, damage, or destruction of property that may be sustained by the LESSEE in connection with any service to be carried out under the terms of this agreement.

23. LESSEE agrees to comply with all applicable city, county, state and federal laws, and shall conduct no illegal act on the premises.

24. LESSEE agrees to indemnify, defend, and hold LESSOR, its board of directors, its officers, and staff harmless of and from any liabilities, costs, penalties, or expenses arising out of and/or resulting from the rental and use of the premises.

25. In the event the LESSOR, its board of directors, its officers, and/or its staff are required to file any action in court in order to force any provisions of this agreement, LESSEE agrees to pay the LESSOR all reasonable attorney fees, court fees, and costs of suit incurred by LESSOR, including all collection expenses and interest due.

26. Be it hereby provided that this lease agreement between the LESSOR and the LESSEE is not assignable by the LESSEE nor is it subject to any sublease by the LESSOR.

THE TERMS, conditions and limitations on the use of the LESSOR's premises by the LESSEE, the charges to be made to the LESSEE and the responsibilities to be assumed by the LESSEE all as set out in this lease are specifically made a part of this agreement.

IN WITNESS WHEREOF, the parties have caused this agreement to be executed in duplicate by their respective and authorized officers on the day and year written below.

Anticipated Total Cost to LESSEE: _____

**Any additionally incurred charges for or otherwise will follow the fee schedule provided and be billed after the date to be paid within 14 days of billing.*

LESSEE

TIPPECANOE ARTS FEDERATION

Signature

Signature

Printed Name

Tetia Lee, Executive Director

Title

Date

Date



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FEE SCHEDULE

The fees for the use of any of the Tippecanoe Arts Federation premises or any of the labor or material furnished by Tippecanoe Arts Federation shall be paid in accordance with the lease agreement. The rental charge as calculated by the terms of the lease shall be due and payable to Tippecanoe Arts Federation, Inc. before the first day of the event unless otherwise agreed. Any labor and service fees shall be paid within 14 days of billing.

The following is a list of fees to be charged by Tippecanoe Arts Federation, for the use of the premises and/or labor and material to be provided. Any fees not covered on this schedule shall be negotiated at the time of the execution of the lease between the LESSOR and the LESSEE. Any and all rental charges shall be based upon this fee schedule unless otherwise agreed upon by the parties.

MEETING ROOM & LOBBY PRICING SEE Page 7

LABOR

Security	\$15.00 per hour
Technical	\$30.00 per hour
Excessive Cleanup	\$25.00 per hour

Piano tuning at cost by approved personnel or service

EQUIPMENT RENTAL

6 Foot Tables (24 total)
\$2.50 each

Chairs
\$.50 each

Pedestals (33 various shapes and sizes)
\$1.00 each

CATERING

If the LESSEE decides to provide the catering or use a non-preferred caterer, the LESSEE will be subject to an additional charge. The LESSOR must approve in advance the caterer the LESSEE plans to use for the event. For an event serving food prepared by the LESSEE (not a caterer), preparation may not be done at Tippecanoe Arts Federation. Preferred caterers for events at the Tippecanoe Arts Federation are Sovereign Catering and Christo's/Red Seven. For Sovereign Catering contact sovereigncatering@gmail.com or call 765-404-8481. For Christo's/Red Seven contact

The LESSEE is responsible for all communication and arrangement with preferred caterer. Prices are subject to change without notice.

The LESSEE's caterer must have an appropriate alcohol permit and licensed bartenders if the event will provide alcohol. The LESSEE is responsible for preparation of the application for a permit and obtaining bartenders. Proof of approved permit and liquor/event liability insurance are required at least 10 days before the event. All liability surrounding consumption or dispersing of alcohol is assumed by



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LESSEE. Under no circumstance is LESSOR, its board of directors, staff or volunteers liable for any situation arising from the consumption, allocation or presence of alcohol.

BEVERAGE SERVICE

Coke Products	\$ 1.00 per can
Bottled Water	\$1.00 per bottle

CANCELLATION

LESSEE will forfeit all deposit fees for canceling less than 60 days before the leased date. Full rental fee plus a \$50.00 service fee will be owed with cancellation less than 30 days before the event. Weather emergencies will be considered for making exceptions to cancellation fees.

*Use of Wells Reception Hall by non-members will require security personnel for all events. Member organizations may utilize a volunteer for this function, subject to approval of Tippecanoe Arts Federation. In these instances, the security personnel must be identified in writing in advance of the event. Tippecanoe Arts Federation personnel will be used for all other non-member events.

The LESSEE is subject to 7% sales tax. If sales tax-exempt, a tax exempt certificate is required before event date.



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FACILITY PRICING

TAF Affiliation	Annual Dues or Donation	East Room	West Room	North Room	Wells Reception Hall
Nonprofit Arts or Cultural Organization	<ul style="list-style-type: none"> • \$50 (budget \$1-\$5K) • \$65 (budget \$5,001 - \$10K) • \$90 (budget \$10K - \$50K) • \$140 (budget \$50K+) 	12 free uses per year \$10/additional use			<ul style="list-style-type: none"> • \$150 if charging for event • \$100 not charging for event • \$25 student recital
For-profit Arts or Cultural Organization	<ul style="list-style-type: none"> • \$50 (budget \$1-\$5K) • \$65 (budget \$5,001 - \$10K) • \$90 (budget \$10K - \$50K) • \$140 (budget \$50K+) 	12 free uses per year \$20/additional use			<ul style="list-style-type: none"> • \$250 if charging for event • \$150 not charging for event • \$50 student recital
Non-profit Community Partner	<ul style="list-style-type: none"> • \$50 (budget \$1-\$5K) • \$65 (budget \$5,001 - \$10K) • \$90 (budget \$10K - \$50K) • \$140 (budget \$50K+) 	6 free uses per year \$10/additional use			<ul style="list-style-type: none"> • \$150 if charging for event • \$100 not charging for event • \$25 student recital
For-profit Community Partner	<ul style="list-style-type: none"> • \$50 (budget \$1-\$5K) • \$65 (budget \$5,001 - \$10K) • \$90 (budget \$10K - \$50K) • \$140 (budget \$50K+) 	6 free uses per year \$20/additional use			<ul style="list-style-type: none"> • \$250 if charging for event • \$150 not charging for event • \$50 student recital
Individual Artist Member	\$35	\$45 up to 4 hrs \$15/addl hr	\$30 up to 4 hrs \$15/addl hr	\$40 up to 4 hrs \$15/addl hr	<ul style="list-style-type: none"> • \$150 if charging for event • \$100 not charging for event • \$25 student recital
Individual Friend TAF Donor	\$100 (cash)	\$75 up to 4 hrs \$15/addl hr	\$50 up to 4 hrs \$15/addl hr	\$60 up to 4 hrs \$15/addl hr	<ul style="list-style-type: none"> • \$150 if charging for event • \$100 not charging for event • \$25 student recital
Business Friend of TAF	\$100 (cash)	\$75 up to 4 hrs \$15/addl hr	\$50 up to 4 hrs \$15/addl hr	\$60 up to 4 hrs \$15/addl hr	<ul style="list-style-type: none"> • \$200 if charging for event • \$150 not charging for event • \$50 student recital

Non-Member Rental Rates

Nonprofit or Government \$250 base fee up to 6 hrs; \$20 each additional hour

For-profit or Individuals \$350 base fee up to 6 hrs; \$20 each additional hour

All member organizations receive priority reservations over non-member reservation applicants.



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