

Rental Contract

Josie Adams Cultural Center

816 Main Street, Woodward, Oklahoma 73801

Phone: (580) 256-7120 Email: woodwardartstheatre@gmail.com

Renting Organization: _____

Representative's Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: (_____) _____ Alt. Phone: (_____) _____

Email address: _____

Josie Adams Rental Date(s): _____ Total Hours: _____

From: _____ Until: _____ (Including set-up/dismantle time)

Add-Ons (As Discussed)

Theatre Marquee Use (if available) Yes _____ No _____ \$100 Donation to Marquee Fund

*1 Side of Marquee w/ Announcement

Space Access Previous Day (if Available): Yes _____ No _____ \$100 Donation to Building Fund

*After 5pm

Following Day Load Out (If Available): Yes: _____ No: _____ \$100 Donation to Building Fund

*Finished by 1pm

KEY & LOCKUP POLICY : A key to Josie Adams Cultural Centre will be given to the Renting Organization on the day before the rental. The Renting Organization will be responsible for locking and securing the building at all times after receiving a key from Management. The Renting Organization will be responsible to return the key following the Rental. Deposit (If Due) will not be returned until key is received and an agent of the Woodward Arts & Theatre Council has walked through the facility to assess any damages. Key may be dropped in Silver Mail Slot of Theatre Office Window.

Initial: _____

Key # _____ Given To: _____ Date: _____

This section to be
completed by
WATC Personnel

Key # _____ Returned By: _____ Date: _____

Outline of Charges

Deposit: \$500.00 Check

Date Paid: _____

Total Add-Ons: _____ Check

Deposit received by: _____

Rental Fee: \$850 / Full Day \$500 / Half Day Check

Extra Charges: Technician(s): _____

Clean Up Fee: _____

Damage Fee: _____

No Representative: _____

Theatre Mgr. Time: _____

Other Charges: _____

TOTAL CHARGES: _____

Due 30 Days Prior to Event

Date Paid: _____

Check #: _____

Deposit Refunded

Amount: _____ **Date:** _____ **Check #:** _____ **Approved by:** _____

Initial: _____

The following are the terms and conditions of rental agreement between the Woodward Arts & Theatre Council, Inc. hereinafter referred to as Management
And _____, hereinafter referred to as Renting Organization.
Management's representative is an agent of the Woodward Arts & Theatre Council, Inc.

Initial: _____

Initial: _____

1. A \$500.00 damage/cleaning deposit is required, in addition to the base rental charged for the the Josie Adams Cultural Centre. Reserved dates will not be guaranteed until \$500.00 deposit and contract are received and signed by both Renting Organization and Management. If the Renting Organization should cancel prior to rental date, and give a thirty day notice, they will be refunded 80% of the deposit. Cancellations less than thirty days prior to rental date, no deposit will be refunded. Any refund will be made only after all obligations of Renting Organization are complete. Any extra charges will be deducted from the deposit before it is returned and any charges over and above the deposit will be billed to Renting Organization or its contact representative.

Initial: _____

2. The base rental for Josie Adams Cultural Centre is **\$850.00 per day, payable 30 days in advance.**

Initial: _____

3. Rental is for the Josie Adams Cultural Centre only and **renter will not have access to the Woodward Arts Theatre.**

Initial: _____

4. The base fee for add-ons is **\$100.00 per item and is payable 30 days in advance.**

Initial: _____

5. The Renting Organization will be responsible for any additional charges from sub-contractors and for any additional services or hours not defined in the WATC contract

Initial: _____

6. All bookings must have a local sponsor and Rentals must be approved by Management.

Initial: _____

7. The Renting Organization, in conducting any performance, public or private meeting, or in giving any lecture or concert, shall conform to, comply with, and abide by all laws of the United States, the State of Oklahoma, and the ordinances of the City of Woodward.

Initial: _____

8. Retail Sales of any item on the theatre property must be pre-approved by Management. No third party sales will be allowed unless arrangements are made with Management.

Initial: _____

9. If Renting Organization utilizes an outside rental company, a copy of the outside rental company's rental requirements must be acquired by Renting Organization and shall be attached to rental agreement. Management is not responsible for third-party rental equipment and shall not be responsible for damages. All rental equipment is the responsibility of the Renting Organization.

Initial: _____

10. Renting Organization should have a representative to pick up all trash and lock up at the end of the rental. All trash must be taken to the dumpster, especially food trash. Procedures for lock up and other necessary duties at the end of an event must be agreed upon between Renting Organization and Management prior to date of rental. Any additional cleaning required due to unusual state of use by Renter will be billed to Renting Organization. The Renting Organization shall be responsible for the conduct of its representatives, guests and workers while in the Josie Adams Centre.

Initial:_____ 11. The Management may refuse or cancel bookings at any time and for any reason without any liability of any kind, when, in their sole opinion, the event may not be in the best interest of the Josie Adams Coutlural Centre or the Community. This includes but is not limited to building issues, acts of nature and any other reason.

Initial:_____ 12. Capacity of Josie Adams Cultural Centre is limited to 175 people (Standing Room Only) and 150 people (Seated w/ Tables), Renting Organization Shall NOT Exceed this limit.

Initial:_____ 13. Renter shall maintain a General Liability insurance Event Policy with a minimum coverage of \$250,000 per occurrence. The policy must list Woodward Arts & Theatre Council, Inc., 818 Main Street, Woodward, Oklahoma 73801 as an Additional Insured for the duration of the rental period. Proof of coverage must be provided to WATC no later than 30 days prior to the event.

Your signature below will indicate that you have:

- Understands and will adhere to paragraphs 1 through 13, including *Key and Lockup Policy*
- Understands and will adhere to *Josie Adams Cultural Centre Max Capacity Limitations*
- Will Provide & Maintain the *General Liability Event Insurance Requirement*
- Understands and will adhere to *All Post-Event Cleaning Requirements*
- Assumes full responsibility for assuring compliance therewith.
 - It is also understood that failure to comply will justify appropriate action by Management of the Woodward Arts & Theatre Council and Woodward Arts Theatre.

Signature: _____ Date: _____

Printed Name: _____ Phone: _____

Please complete, sign, initial / date, all yellow areas of the Rental Agreement along with a \$500 deposit to hold the date of the event on the Management's calendar. An Updated Copy will be returned to you upon Management Approval.

Rental of the Josie Adams Cultural Centre is hereby approved as follows:

Renting Organization: _____

Event Rental Date(s): _____

Set-up Date(s): _____

Woodward Arts & Theatre Council, Inc.

Received By: _____ Date: _____

Required Cleaning after your Event:



- Put away any chairs used from Storage Room
- Vacuum major debris such as food or glitter
- Wash/Store any dishes used
- Cleaning supplies are in Women's Restroom Cabinet
- Wipe down countertops.
- **Hang towels on hamper to dry.** Place All Used Linens in hamper
- Please **address any spills** as they occur.
- **All trash must be consolidated and moved to back gate or dumpster.**
****DO NOT DRAG TRASHCANS ACROSS FLOORS AND CARPET.**
 - Men's & Women's Restrooms (Each Stall and Main Trash)
 - Kitchen & Event Hall
- **ALL FOOD TRASH MUST GO TO DUMPSTER**
- Check for remaining items left behind
 - Hall, Bathrooms, Kitchen, Refrigerator

Checklist for Lock Up and Leaving

- Lock Back Gate from inside
- Lock Back Door to Patio
- Close Storage Room Door
- Close Back Hallway Door
- Leave Kitchen and Bathroom Doors Open
- Turn off 4 Rows of lights in Kitchen (Behind Storage Rack)
- Set Thermostats to 75 Degrees
- Turn off Front Hall Lights (Front Door)
- Check Panic Bar Lock (Release)
- Lock Front Door
- Drop Key in Mail Slot (Office)



Report Building or
Venue Issues



****This Facility is Cleaned and Maintained by Community Volunteers.
Working together keeps the building ready for public use and enjoyment.**

Thank You for Your Support!

In Case of Emergency Call 911.

To Report Damage Immediately call Building Manager:
580-256-7120