

**Ann Rudd Art Center / Dowling Museum
Dale County Council of Arts and Humanities
144 E. Broad Street / Ozark AL 36360 / 334.445.6526**

FACILITY RENTAL CONTRACT

Date Applied:	
Group / Person	Function:
Date(s) of Use:	From: To:
Contact Person:	Phone #s:
Mailing Address:	
Email Address:	
Number Attending:	Set-Up Requirements:

RENTAL OF THE GALLERY WILL NOT BE USED FOR TEEN OR CHILDREN’S PARTIES. RATE INCLUDES PREP TIME, EVENT, AND CLEAN-UP. **A \$100 CLEANING DEPOSIT IS DUE WHEN CONTRACT IS SIGNED AND WILL BE REFUNDED WITHIN ONE WEEK UPON COMPLETION OF THE CLEANING CHECKLIST (SEE PAGE 2).**

RATES: 1 TO 3 HOURS - \$175 / 3 TO 6 HOURS - \$275 / 2 TO 3 DAYS - \$375

Set-up time will be ONE HOUR, clean-up time will be ONE HOUR. Additional hours will be added to the rental hours and tenant will be charged accordingly. Additional set-up hours need to be approved.

Date Rent Received: _____ Amount: \$ _____ Payment method: _____

Date Deposit Received: _____ Amount: \$ _____ Payment method: _____

Tenant agrees that it will hold DCCAH harmless from any and all acts of commission and omission resulting in any personal injury, death, or any suit, claim, or cause of action therefore arising out of Tenant’s use of the premises.

Tenant agrees that they or any member of their group will not deface any wall with tape or nails. Art on display will NOT be handled by the Tenant no kitchen supplies, plates, cups, napkins, cutlery, etc. The gallery provides serving tables and miscellaneous chairs. Tenant must provide for all other seating and serving requirements. Refrigerator and microwave are available. All garbage must be removed from the premises and the building left clean and in good condition. Absolutely no food or bulk items will be emptied into sinks or toilets, which may cause clogging. Tenant is responsible for cost of any and all damages and repairs. Smoking is not permitted inside the building.

Gallery contact persons:

Elizabeth Wyse at 334.618.6223 or otherwyse@gmail.com

Ann Rudd at 334.774.6032 or annrudd@aol.com

I have read and understand the requirements of the DCCAH Facility Use Policy and hereby agree to all sections of said policy. Further, I hold DCCAH and the City of Ozark harmless from liability for any action arising from the use of the Ann Rudd Art Center / Dowling Museum.

Signature: _____ Date: _____

Printed Name: _____

FOR GALLERY USE ONLY:

Arrival Time: _____ Departure Time: _____ Gallery Rep: _____

DCCAH FACILITY RENTAL CLEANING CHECKLIST