

CVCA
 43 S. Main, Logan, UT 84321
 Office: (435)753-6518 ext. 10
 Fax: (435)753-1232



Office Use Only

CACHE VALLEY
CENTER FOR THE ARTS

Ellen Eccles Theatre • Bullen Center • Thatcher-Young Mansion

Bullen Center Rental Contract

Your perfect day for work or play. Featuring floor to ceiling windows, winding spiral staircase, hardwood floors, a grand piano and mirrored walls, it is the ideal place for your special event. The open floor plan allows you to use your imagination to create your individual theme or décor.

➤ ***Rental Fees***

Full Day Events (8:30 a.m.-11:30 p.m.)

Private Event*	\$595
Two Private Events*	\$695
*Private Events (e.g. ceremony AND/OR reception) include the use of the Carousel Ballroom, Kitchen and Classroom.	
Public Event.....	\$650
(Includes the use of the Carousel Ballroom, Kitchen and Classroom)	

Hourly Rates

Carousel Ballroom	\$75 set up plus \$100/hr
Classroom.....	\$25 set up plus \$50/hr
Wedding Rehearsal	\$50/hr

Non-Profit Rate

Carousel Ballroom	\$375 or \$50/hr
Addition of one room (<i>based on availability</i>)	\$40
Addition of two rooms (<i>based on availability</i>)	\$70
Early Event Move-In.....	\$100

Damage & Cleaning Fee

<i>Required for all events</i>	\$200 (fully refundable)
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Additional Fees

Bride's Room Rental.....	\$50
Security (<i>Up to Five Hours</i>).....	\$75
December decoration fee.....	\$50
Early Event Move-In.....	\$250
Scheduled time past 11:30 p.m.	\$75
Unscheduled time past 11:30 pm.	\$100
Addition of one room (<i>based on availability</i>)	\$100
Addition of two rooms (<i>based on availability</i>)	\$150

Total \$ _____

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➤ ***Rental and Additional Fees***

- When renting the facility the Renter will have use of tables and chairs. This does not include linens.
- It's agreed that when renting the facility the Renter will have use of the following rooms: Carousel Ballroom, kitchen, & classroom.
- In addition to rental fees, Cache Valley Center for the Arts ("CVCA") reserves the right to hire, at the Renter's expense, any additional personnel it deems necessary. Such personnel may include security, sound and lighting technicians and additional staff to assist during the event
- Security will be provided by CVCA at Renter's expense at \$75 minimum for up to five hours under the following conditions: if alcohol is served at the event, if the event is open to the public, at CVCA's discretion based on the type of event, or if the majority of the patrons are under the age of 25. Events exceeding the 5 hours will be required to purchase another 5 hours at the aforementioned \$75 price.

➤ ***Payment Schedule***

- Events are confirmed with a reservation deposit of 50% of the Rental fee, all of the \$200 Damage & Cleaning fee and the Rental Contract signed by both the Renter and Reservationists.
- The remaining balance is due **TWO WEEKS** prior to the scheduled event.
- The Set-up sheet is also due at the time of the final payment.
- Deposits will be refunded within two weeks after the scheduled event if no problems arise and/or there are no additional charges. If any part of the deposit is kept an explanation will be sent.

➤ ***Cancellation Policy***

- A refund will be given if cancellation is done 90 days prior to event, however a \$25 administration fee will be charged for the cancellation.
- If cancellation is done 60 days prior to event a 20% refund will be given.
- If cancellation is done less than 60 days prior to event no refund will be given.
- If Renter fails to hold the event at the time agreed, CVCA will retain the collected fees.
- Cancellation must be done in writing.

➤ ***Parking***

- There is no designated Cache Valley Center for the Arts parking.
- Parking is available on the street and in various public parking lots within one-two blocks of the facility. When parking on the street, please refer to all posted signs.
- All the lots west of Cache Valley Center for the Arts are private parking lots and are strictly enforced by their owners. CVCA has no control over them and violators may be booted, towed or fined.
- CVCA will provide the Renter with a parking map to distribute to guests; it's then the Renter's responsibility to inform guests of their parking options.

➤ ***Load-in, Load- out, Clean-up, Overtime and Damage Fees***

- Renter must make arrangements with CVCA for temporary load-in and load-out parking on the sidewalk or in handicap parking of the Bullen Center's Southwest entrance.
- Renter must move vehicles from these areas immediately following load-in or load-out.
- Scheduled load-in times prior to 8:30 a.m. will be billed on an hourly basis, minimum of \$50 per hour.

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- Scheduled load-out times past 11:30 p.m. will be billed on an hourly basis, minimum of \$75 per hour.
- If activity or clean-up goes beyond the Renter's allotted time and prior arrangements have not been made, CVCA will charge \$100 per hour for building maintenance services.
- Building maintenance staff are the only persons allowed to move or remove any items belonging to the facility, i.e. tables, chairs, grand piano etc. **Initial:** _____
- **No food or drink may be set-up on any carpeted areas.** **Initial:** _____
- Carbonated fountain beverage machines are NOT permitted in the facility. **Initial:** _____
- Unless prior arrangements have been made, clean-up should be completed by the Renter immediately following the activity.
- The Renter will be held responsible for the behavior of their guests and all their vendors. If the facility does not meet the posted clean-up requirements the Renter may lose a portion or all, of the Damage & Cleaning fee.
- CVCA will not be held responsible for any items left behind by the Renter.

➤ ***Decorations***

- All decorations and linens must be supplied by the Renter. **Initial:** _____
- Decorations **NOT** allowed in the building or on the grounds are as follows: **bubbles, sand, straw, hay, glitter, silly string, sequins, confetti, rice and birdseed.** **Initial:** _____
- Candles may be used as long as it is in a container where the flame is not higher than the rim of the container. If candles appear to be a hazard, CVCA reserves the right to request that the candle is extinguished and no longer used. **Initial:** _____
- Only Masking and Painter's tape may be used to affix decorations to walls, mirrors, windows, railings and white chairs. Nails, push-pins, and sticky putty/glues are not allowed. **Initial:** _____
- **Standing on the white chairs is NOT permitted.** **Initial:** _____
- Installation of special platforms, scaffolding or rigging or other apparatus requires the approval of CVCA.

➤ ***Governing Law and Indemnification***

- Renter agrees to comply with all laws, ordinances and rules of the City of Logan, State of Utah and the United States applicable to the use of the premises and to pay any taxes or fees that may be imposed by law in connections with the use and occupancy of the facilities.
- RENTER indemnifies CVCA against and holds CVCA harmless from all liabilities, expenses, and losses, including attorney's fees, incurred by CVCA as a result of (a) failure by the RENTER to perform any covenant required to be performed by it hereunder; (b) any accident, injury or damage which shall happen in or around the designated premises resulting from RENTER'S use of the premises, or any equipment related thereto, except for such accident, injury or damage which results from the sole negligence of CVCA, its agents or employees; (c) failure of RENTER to comply with any requirements of any governmental authority; and (d) failure of RENTER to obtain appropriate copyright and performance rights from the license holder. **RENTER further agrees to waive all claims against CVCA on account of any loss, damage or injury from whatever cause which may occur to it or its property in the use and occupancy of the premises, the giving of this waiver being one of the considerations upon which this Renter Agreement is granted.**

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➤ ***Other Policies***

- Renter agrees it will not admit a larger number of persons that can safely be accommodated in the facility. If capacity is reached, CVCA reserves the right to turn away guests until capacity is below restrictions, as stated on the Bullen Center Specifications page.
- **Children must be properly supervised at all time.** For no reason should any child or group of children be left unsupervised. If these conditions are not met, children and their parents may be asked to leave, the event may be terminated or a portion/all of the Damage & Cleaning fee may be withheld. **Initial:** _____
- CVCA reserves the right to eject, or cause to be ejected from the premises, any objectionable person or persons.
- Renter must comply with the direction of security and/or CVCA personnel. If Renter does not comply, Renter and Renter's party will be escorted from the building by security and the event may be terminated.
- The facility is a smoke-free environment. The un-lawful possession or use of controlled substances is prohibited on the premises. If alcohol is served, it is not permitted outside of the building.
- Renter warrants and represents that it has obtained the appropriate performance licenses necessary for its proposed use of the facilities for the specified dates and times and agrees that CVCA has no responsibility to confirm such performance licenses.
- Renter agrees to provide all advertising and promotion at its own cost for the events covered by agreement, unless the Renter has requested services from CVCA, such as use of the marquee, which will be charged back to the Renter.
- The Renter shall be permitted to distribute free programs to patrons, but shall not sell programs, novelties, or souvenirs unless it has the approval from CVCA.
- **If amplified music is used for the event, sound restrictions will be in place during the time of an Ellen Eccles Theatre performance. Sound levels will then be set and determined at the sole discretion of the CVCA staff. Initial:** _____
- Renter shall not assign or transfer this Agreement or sublet any portion without written consent of CVCA.
- Any misrepresentation of the purposes for renting the Bullen Center will be cause for legal action, including all costs associated with or resulting from any violation of this agreement by Renter, including attorney costs.

➤ ***Regulations/Provisions***

- RENTER understands that CVCA manages the Bullen Center and the ancillary facilities whose principal address is 43 South Main Street, Logan, Utah, and which are owned by the City of Logan. The City of Logan ("City") is a political subdivision of the State of Utah and is subject to the Utah Governmental Immunity Act (the "Act"); Section 63-30-1 et seq., Utah Code Ann. (1953, as amended). Nothing in the Agreement shall be construed as a waiver of any rights or defense otherwise applicable to the City under the Act, including the provisions of Section 63-30-34 regarding limitations of judgments.

Bullen Center Rental Contract

Name of Organization: _____
Date of Event: _____
Type of Event: _____
Load in Time: _____ Load Out Time: _____
Event Start Time: _____ Event End Time: _____
Total \$ _____ 1st Payment \$ _____ 2nd Payment \$ _____

Please indicate where you would like your deposit to be mailed after event.

1st Contact Name: _____
Phone: (home) _____ (work) _____ (cell) _____
E-mail address: _____
Address: _____
City: _____ State: _____ Zip Code: _____

2nd Contact Name: _____
Phone: (home) _____ (work) _____ (cell) _____
E-mail address: _____
Address: _____
City: _____ State: _____ Zip Code: _____

Name of Bride: _____

Name of Groom: _____

Anticipated Number of Guests: _____

Will Alcohol be served? _____

If yes, the Renter must sign the "Alcohol Request Addendum to the Rental Contract."

Will the majority of the patrons attending be under the age of 25? _____

Is this event open to the public? _____

Is there a cost to attend this event? _____ Ticket Price? _____

Will there be a live band? _____ Will there be a DJ? _____

Will you be using our sound system? _____

I have read and agree to conform to and/or enforce the terms set forth in the Bullen Center Rental Contract. As the Renter, I hereby agree to be personally responsible on behalf of myself/my organization for damage sustained to The Bullen Center caused during my event. This contract is not valid until signed by all parties. All changes to this contract must be in writing.

AGREED TO AND ACCEPTED:

Renter Date

Bullen Center Reservationist Date

Executive Director Date

How did you hear about us? Word of Mouth Attended a Bullen Center Event
 Theatre Patron Bridal Fair
 Referred by _____ Other _____