

CVCA

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



CACHE VALLEY
CENTER FOR THE ARTS

Ellen Eccles Theatre • Bullen Center • Thatcher-Young Mansion

Bullen Center Rental Contract

Office Use Only

Event: _____

Date: _____

Signed Contract

Deposit

Paid in full

Deposit Refund

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 Bullen Center	\$595
<i>(Includes the use of the Carousel Ballroom, Kitchen and Classroom 8:30am-11:30pm)</i>	
Floor change per event the same day (e.g. wedding to reception).....	\$100
Public Event Bullen Center.....	\$650
<i>(Includes the use of the Carousel Ballroom, Kitchen and Classroom)</i>	

Damage & Cleaning Deposit

Required for all events	\$200
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Hourly Rates

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

Additional Fees

Security (Up to Five Hours)(Required if Alcohol is served)	\$75
Early Event Move-In.....	\$250
Scheduled time past 11:30 p.m.....	\$75
Unscheduled time past 11:30 pm.	\$100
Addition of one room (based on availability)	\$100
Addition of two rooms (based on availability).....	\$150

Non-Profit Rate

A copy of your 501(c)(3) is required to receive the non-profit rate

Carousel Ballroom.....	\$375 or \$50/hr
Thatcher-Young Mansion.....	\$300
Addition of one room (based on availability)	\$40
Addition of two rooms (based on availability).....	\$70
Early Event Move-In.....	\$100
Additional time past 11:30pm	\$75/hr

Total \$ _____

Notes:

Bullen Center Rental Contract

➤ ***Rental and Additional Fees***

- When renting the facility the Renter will have use of tables and chairs. This does not include linens.
- 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.

➤ ***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.

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➤ ***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 South 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.
- 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 permitted in the facility with prior approval from the facilities manager. *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.

➤ ***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 than 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 remove, 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.

Please indicate where you would like your cleaning deposit refund sent:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Bullen Center Rental Contract

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

1st Contact Name: _____
Phone: (H) _____ (W) _____ (C) _____
E-mail address: _____
Address: _____
City: _____ State: _____ Zip Code: _____

2nd Contact Name: _____
Phone: (H) _____ (W) _____ (C) _____
E-mail address: _____
Address: _____
City: _____ State: _____ Zip Code: _____

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 _____

Bullen Center Rental Contract

Alcohol Addendum

This Alcohol Request Addendum to the Rental Contract (this “Addendum”) is entered into by the Cache Valley Center for the Arts (“CVCA”), manager of the Bullen Center and the undersigned renter (“Renter”), and amends the Rental Contract between the Parties. By completing and signing this form, you are requesting permission from CVCA to serve alcoholic beverages at your event. Upon completion of this Addendum along with the Rental Contract your request will be reviewed. Once reviewed, our signature on the Addendum evidences that you have been granted permission by CVCA to serve alcohol at your event, subject to all the following terms and conditions.

- Since alcohol beverages will be present at the event, CVCA requires that security personnel be hired at the expense of the Renter.

Renter's Initials _____

- All alcohol service and consumption must comply with Utah state liquor laws.

Renter's Initials _____

- There can be no sale of alcohol without obtaining a license from the State of Utah.

Renter's Initials _____

- Admission charged at a public event where alcohol is present is an event requiring a State of Utah Alcohol Control Commission license.

Renter's Initials _____

- Renter must provide a copy of any required alcohol permits and/or licenses at least two weeks before the event, or the Rental Contract is null and void and no refunds will be made.

Renter's Initials _____

- No alcohol is allowed at a public event where admission is free.

Renter's Initials _____

- Alcohol may be consumed on the premises without a license provided that the event is a *PRIVATE* event.

Renter's Initials _____

- If the event is being used for the purpose of fundraising, the event must be a *PRIVATE* event. If the event is open to the public, a State liquor license must be obtained.

Renter's Initials _____

- Only the following alcoholic beverages will be served at the event: _____

Renter's Initials _____

Bullen Center Rental Contract

- The Renter is solely responsible for the legal use of alcohol on the premises. CVCA has a “*No Tolerance Policy*” with regards to the use of alcohol when it is in violation of state and local laws. We give permission and encourage security personnel to take whatever steps necessary to enforce this position.

Renter's Initials _____

- We reserve the right (but shall not be obligated) to end alcohol service and/or the event at any time if we determine that any rules contained in this Addendum have not been completely and fully complied with or if we determine that any problems are arising in connection with the serving of alcohol at the event.

Renter's Initials _____

- Renter agrees to indemnify and hold harmless CVCA from any and all liability associated with alcohol consumption, including but not limited to, dramshop liability as described in Utah Code Annotated, S32A-14-101.

Renter's Initials _____

- This Addendum shall be interpreted and constructed in accordance with the laws of the State of Utah, without application of any principles of choice of laws. In the event of any conflict, inconsistency or discrepancy between the provisions of the Rental Contract and this Addendum the terms of this Addendum shall govern. If the Renter is an entity, the individual who signs this Addendum on behalf of the Renter represents and warrants that he/she is duly authorized to execute this Addendum on behalf of the Renter and that no other signature, act or authorization is necessary to bind the Renter to the provisions of this Addendum.

Renter's Initials _____

By signing below, and initialing where indicated, the undersigned individual acknowledges that he/she has read and understands this Alcohol Request and Addendum to the Rental Contract.

Renter	Date
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Bullen Center Reservationist	Date
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Executive Director	Date
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If Renter is an Entity

Legal Name of Entity	Title of Person Signing on Behalf of Renter
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Bullen Center Rental Contract

Updated 7/02/08



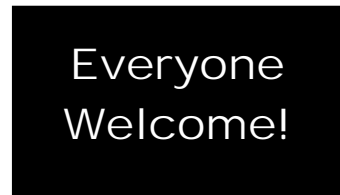
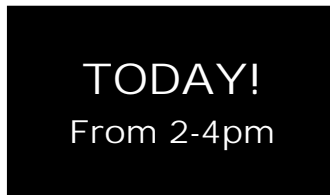
Bullen Event Request Form

Today's Date: _____ Date of Event: _____

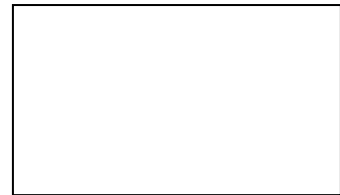
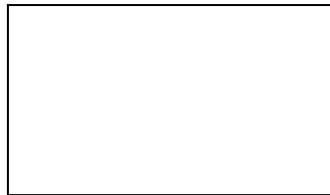
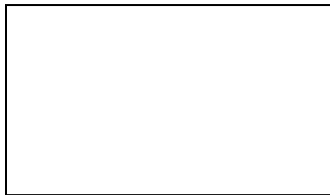
Event/Organization's Name: _____

Contact Person: _____ Phone #: _____

Message Example - Message includes 3 frames



Your Message - Please fill in each panel as you wish it to appear*



All messages will run 5:15 a.m. to 11:15 p.m. on the day of your event.

* We reserve the right to edit or adjust your message if needed to fit the marquee screen.

Text color: _____

Background color: _____

Marquee form is due 2 weeks prior to your event.



CACHE VALLEY
CENTER FOR THE ARTS

Ellen Eccles Theatre • Bullen Center • Thatcher-Young Mansion

Bullen Center Specifications

The First Level:

12 round no banquet tables or
10 round 2 banquet tables or
Lecture 160 chairs
East wall w/o doors = 20' 7"
West wall = 30' wide
Ceiling Height = 12'
Ceiling Tiles = 2 x 2
Mirror 34' x 9'

41.5' x 36.5' = 1515 square feet

The Third Level:

4 round or 2-3 banquet
Lecture 30 chairs
Railing on third level = 34' 9"
Ceiling Height = 11'

33.5' x 14' = 469 square feet

Landing:

Lower level landing = 172 square feet
Lower level railing = 17' 2"
Lower level smaller section railing = 4' 8"
Upper level landing = 502 square feet
Upper level railing = 21' 11"

Spiral Staircase:

30' outside railing
20' inside railing
6" between banister bars
21 stairs

Dancerroom:

49 chairs, 6 rounds or 6 banquet tables
20' x 34' = 691 square feet

Conference Room:

40 chairs, 4 round tables or 6 banquet tables
Railing outside conference room = 41'
Ceiling Height = 8'
16' x 32' = 504 square feet

The Second Level:

6 round no banquet or
4 round 1 banquet or
Lecture 60 chairs
Ceiling Height = 16'
West wall = 26' 3" wide
West wall = 4' 6" tall (8' 1" w/railing)
30.5' x 26.5' = 808 square feet

Railing on Second Level:

This railing can be up or down. If you wish to have it up to decorate, it measures 30' with 5" spacing between bars.

Total Square footage for Carousel Ballroom = 2792'

Doorway:

The doors are 3' each = 6'
The doors plus the glass panels on the sides is 14' 6"
Around the doors 19' 6"
Around doors and glass 36'

Use an 11' extension cord to plug inside the room, 17' to plug outside the room.

Classroom:

40 chairs, 4 rounds or 6 banquet tables
16' x 32' = 504 square feet

Elevator:

Inside Measurement = 4' 4" x 5' 9"
Door = 3' x 7'

Tables:

60" Round (8 guests per table)
8' Banquets
36" x 36" Cake Table
48" x 20" Guestbook Table