

# The Rialto Gallery Rental Agreement

213 East Broadway, P.O. Box 176  
Morrilton, AR 72110

The Rialto Gallery may be rented by persons or organizations upon approval by one of the following Rialto officials:

Lindell Roberts, phone: 501-208-2619; Mollie Williams, 501-354-1903;  
Dianne Denton, 501-354-2917, or Bill Stacks, 501-354-8650...

The following organizations and events will not be charged a rental fee:  
Rialto Community Arts Center / Arts Council of Conway County

- • City of Morrilton, if under Fee for Services Agreement
- • Conway County Govt, if under Fee for Services Agreement

## CONTRACT FOR USE OF The Gallery

This agreement is made between Rialto Community Arts Center and:

NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_  
(Street) (City) (State / Zip Code)

PHONE: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

For the use of facility from \_\_\_\_\_ to \_\_\_\_\_,  
(Time and Date) (Time and Date)

For a (type of event) \_\_\_\_\_

By signing this agreement, the facility will be reserved for the date shown and appropriate fee will be paid PRIOR to event.

### RENTAL FEE and PROVISIONS:

- The Gallery: \$150.00 for each calendar day rental (24 hour period), (no reduction of fee based on fewer hours used). **An additional charge of \$50.00 will apply per day of set up if required.**
- Rialto Community Arts Center reserves the right to deny rental.
- Should the Gallery kitchen be used by person, organization; a \$100.00 additional fee is required for equipment usage, with supervision for on-premises person designated by Rialto Arts Center. Same fee also applies if outside caterer uses kitchen, in addition,

outside caterer must furnish their cooking utensils/pans, etc. All inventory of Gallery is for Gallery use only, UNLESS prior agreement & additional rental fee discussed. Table cloths may be rented, at a fee of \$10.00 per round or oblong, and skirting at \$15.00 per, and this provides for the cleaning fee. Tables and chairs are included in the rental fee. Set up is NOT included.

- Users of the Gallery may request that a message be placed on one or both sides of the Rialto marquee advertising their event 2 to 3 days ahead of time. Availability of the marquee will depend upon previously scheduled coming attractions to the theater or Gallery. Changing marquee messages is time consuming and hazardous, and there will be a charge of \$15.00 for changing one side of the marquee, \$30.00 for changing both sides.

#### **RESPONSIBILITIES OF PERSON and DAMAGE CLAUSE:**

PERSON is responsible for:

- Any damage to the facility and/or its contents, including loss or damage to privately owned art exhibits.
- All actions of any person in attendance
- Key returned as specified at time of agreement
- Moderate consumption of wine and beer is permissible inside the Gallery at event approved by Arts Center, but not inside the Theater.

#### **OTHER RESPONSIBILITIES and RULES:**

- All supplies for the event will be furnished by PERSON
  - Kitchen supplies, and all plates, napkins, cups, cutlery, etc.
- Arts Center, if deemed necessary, retains the right to enter facility for monitoring/inspection
- PERSON hereby agrees to indemnify and hold harmless, Rialto Community Arts Center, and the Arts Council of Conway County, from any and all claims, losses and liabilities, including attorneys fees, incurred as a result of this rental for any reason

**CLEANING SPECIFICATIONS :**

- Clean-up will be completed before leaving facility
- All tables and chairs will be wiped and **stored appropriately, unless previously discussed with Rialto official**
- All garbage cans must be emptied into the dumpster in the alley behind the theater, before leaving.

**DECORATING :**

- The use of ANY TYPE TAPE, PINS, GLUE, TACKS, NAILS, SCREWS, STAPLES IS NOT ALLOWED ON THE BUILDING (defined as Ceiling, Walls, Windows) NO exceptions.
- **Should an exhibit be displayed in windows or in Gallery, no items of exhibit shall be removed nor covered, UNLESS permission received prior from Rialto official, depending upon function, and an additional charge will apply.**
- Use care and caution in decorations, (example: frilly-"frou-frou" and candles present fire hazards). Smoking is NOT allowed in premises..

The facility should be left in good condition, as you would like it to be if you were the next PERSON using the Gallery. Remember; treat as if facility was your home.

**I, the undersigned, have read and do agree to all the conditions in aforementioned agreement.**

\_\_\_\_\_ PERSON \_\_\_\_\_ DATE

\_\_\_\_\_ GALLERY \_\_\_\_\_ DATE

\$ \_\_\_\_\_ *Rent of Gallery @ \$150.00 (per day)*  
 \$ \_\_\_\_\_ *Additional Day set up fee @ \$50.00 (per day)*  
 \$ \_\_\_\_\_ *Use of Kitchen @ \$100.00 (per day)*  
 \$ \_\_\_\_\_ *Rent of table cloths \_\_\_\_\_ @ \$10.00 ea.*  
 \$ \_\_\_\_\_ *Rent of table skirting.... @ \$15.00 ea.*  
 \$ \_\_\_\_\_ *Removal of exhibits.....TBD*  
 \$ \_\_\_\_\_ *Marquee advertising, if available, \_\_\_\_\_ \$15.00 per side*  
 \$ \_\_\_\_\_ *Rent of Rialto Theater @ \$250.00 (per performance)*  
 \$ \_\_\_\_\_ **TOTAL CHARGES QUOTED**