



# The Dairy Barn Arts Center

## BARN RENTAL CONTRACT APRIL 2017-DECEMBER 2018

The Dairy Barn Arts Center agrees to rent the Dairy Barn facility to: (Name) \_\_\_\_\_ (Phone Number) \_\_\_\_\_ (Email) \_\_\_\_\_ and (Address) \_\_\_\_\_ on the \_\_\_\_\_ day(s) of \_\_\_\_\_ 2017 for the purpose of a(n) \_\_\_\_\_ under the requirements defined in the **Barn Rental Price List, Barn Rental Terms and Conditions, and Barn Rental Clean Up Procedures**, enclosed with this contract.

Please include a **\$100.00 Security Deposit/Cleaning Surcharge** with this contract, made payable to **Dairy Barn Inc.** This deposit secures the rental date and will be applied to defray cleaning costs (if required) after your event.

**The facility rental fee \_\_\_\_\_ which includes rental option \_\_\_\_\_ and the following services:**

- Use of our tables and chairs as needed
- Table Cloths for all tables (black & white) \$8 each
- TBD Alcohol & bartender
- Use of catering kitchen
- Sound System & podium
- Outside Grounds

Please note the maximum room capacity of \_\_\_\_\_. \_\_\_\_\_ (50%) is due upon signing of the contract and the final 50% is to **be paid in full four weeks before the event**, by \_\_\_\_\_. It is refundable ONLY IF the contract is cancelled ninety (90) days prior to the rental date. The renter must vacate the building by **midnight each night**. The renter agrees to all of the requirements contained within the **Barn Rental Price List, Barn Rental Terms and Conditions and Barn Rental Clean Up Procedures**, enclosed with this contract.

In witness thereof, we subscribe our names on this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

Total Amount Enclosed \$\_\_\_\_\_.

\_\_\_\_\_  
*(Signature)*                      *(Daytime Phone)*      *(Evening Phone)*      *(Date)*

\_\_\_\_\_  
*(Signature DBAC)*                      *(Title)*                      *(Date)*

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**For office use only below this line**

Deposit /Cleaning Surcharge received \$\_\_\_\_\_ Date \_\_\_\_\_

Rental fee received \$\_\_\_\_\_ Date \_\_\_\_\_



## The Dairy Barn Arts Center Barn Rental Price List

The Dairy Barn Cultural Arts Center is available to rent for parties, receptions, meetings, and special events.

### Option 1 – Sauber Gallery Rental and Use of Grounds

Capacity: 250 maximum

Charge: \$2,500

Hours: 9 a.m. – 5 p.m. Monday – Friday (includes set-up and clean-up)

12 p.m. - 12 a.m. Saturday and 12p.m. - 5 p.m. Sunday (includes set-up and clean-up)

**Package Option 1 Includes:** Sauber Gallery, access to restrooms and full use of the grounds. The Sauber Gallery will not be available for most events when an exhibition is installed.

**Hourly Reception Charge:** \$200/hour (less than 4 hours, includes room only and access to restrooms)

### Option 2 – AEP Performance Wing and Use of Grounds

Capacity: 150 maximum

Charge: \$1,500

\$600 per room

Hours: 9 a.m. – 5 p.m. Monday - Friday (includes set-up and clean-up)

12 p.m. – 12 a.m. Saturday and 12p.m. - 5 p.m. Sunday (includes set-up and clean-up)

**Package Option 2 Includes:** AEP Wing, access to restrooms and full use of grounds

**Hourly Reception Charge:** \$100/hour (less than 4 hours, includes room only and access to restrooms)

### Option 3 – Art Classroom

Capacity: 40 maximum

Charge: \$250 full day (room only and access to restrooms)

Hours: 9 a.m. – 5 p.m. Monday - Friday

12 p.m. - 12 a.m. Saturday and 12p.m. - 5 p.m. Sunday (includes set-up and clean-up)

**Hourly Charge:** \$60/hour (less than 4 hours, room only and access to restrooms)

These fees include use of rented Dairy Barn space and restrooms. The rental also includes the use of our tables and chairs. Once the outside renovations are complete, we will have enough 60” round tables (25) and blue padded folding chairs for 150 people. Currently, we have (7) 72” round tables, (10) 6’ long rectangle tables, and (2) 60” round tables as well 56 blue padded folding chairs and 49 standard metal folding chairs. The rented space will be cleaned and ready for rental at the designated time. **There will be an additional charge for any extra services or time the renter requires beyond what is discussed with the Events Manager.** The Dairy Barn Staff will keep itemized lists of additional time and services in excess of those specified in the rental contract and will log renter’s occupancy in excess of those hours specified in the rental contract. To avoid charges, please communicate with the Events Manager the hours you will need access to the building ahead of time, especially if those hours fall outside of the designated times listed above.

### Additional Charges:

Cleaning Surcharge: Sauber Gallery.....	\$200/	AEP Performance Wing.....	\$100
Use of The Barn for additional time not configured prior.....			\$100/hour
Staff assistance with set-up or clean-up of Dairy Barn tables, pedestals and chairs.....			\$30/hour
Bar Set-Up Fee (ice, glassware, napkins, mixers, granishes, etc.).....	\$50 per		100 people
Tablecloths.....			\$8/each
Use of Dairy Barn sound equipment.....		varies (separate agreement required)	



## The Dairy Barn Arts Center

The Dairy Barn cannot provide catering or security for an event. The renter must make arrangements with other vendors for these services. Additional rental equipment (tables, chairs, tents, etc.) may be brought in at the renter's expense. The renter will be responsible for compensating any personnel hired for the event, including security.

Certain exhibitions at The Dairy Barn require high security; therefore the Barn will not be available for rent during those exhibitions.

The Dairy Barn staff and/or Board of Trustees reserve the right to refuse Barn rental for any event that is deemed inappropriate for a Cultural Arts Center and to refuse or cancel future use if any of the policies set forth herein are violated.

### **Dairy Barn Rental Terms and Conditions**

1. A rental fee is required for use of the Dairy Barn. A check must be made out to the **Dairy Barn, Inc.** and **MUST BE RECEIVED AT LEAST FOUR WEEKS PRIOR TO THE DATE OF INTENDED USE**. If the rental fee is not received by the stated date in the **Barn Rental Contract**, The Dairy Barn reserves the right to cancel the rental or charge an additional fee. A Security and Cleaning Prepayment must be submitted with the Barn Rental Contract in order to secure the date for the renter. The prepayment is refundable **ONLY IF** the contract is cancelled **AT LEAST 90 DAYS PRIOR TO THE RENTAL DATE**. **THE DAIRY BARN WILL RETAIN THE RENTAL FEE IF CANCELLATION IS WITHIN THE 90 DAYS OF THE RENTAL**.
2. In the event that damage to the grounds, building, furnishings, or equipment of the Dairy Barn occurs, fair repair or replacement costs will be assessed by the Dairy Barn and the renter held liable for these costs. In the event that The Dairy Barn is not vacated by the specified time, costs will be assessed, and the renter will be billed for any additional charges.
3. **SMOKING IS NOT PERMITTED INSIDE THE DAIRY BARN UNDER ANY CIRCUMSTANCES. THIS INCLUDES THE RESTROOMS.**
4. No candles or flames are allowed inside the building.
5. Alcoholic beverage service is available for private parties on the premises with advance notice to the Dairy Barn, Inc. **Alcoholic beverages may not be brought onto the premises by outside parties.** A full menu of items and services is available upon request. If bar services are used, the renter is responsible for paying or making up the difference of 20% of the total of served drinks minus any earned cash tips. Anyone found bringing in alcohol will be asked to leave the premises.
6. A Dairy Barn Staff person will be on the premises for the duration of the rental. This staff person is employed by the Dairy Barn, Inc. and not by the renter; therefore **DAIRY BARN STAFF ARE NOT AVAILABLE FOR EVENT SET-UP, EVENT STAFFING, OR EVENT CLEAN-UP** unless by **prior written agreement** with the Dairy Barn and payment is made by the renter of all staff overtime fees as described in the Barn Rental Price List. **The Dairy Barn Staff only provides the following services: stocking supplies on an as needed basis (can liners, hand towels in the restrooms, and toilet tissue); regulation, maintenance, and trouble shooting of the physical facility, grounds, and physical systems (plumbing, electrical, and HVAC systems) as needed; providing cleaning supplies as needed; sweeping and mopping the floors at the end of the rental period; and cleaning and stocking of restrooms at the end of the rental period.** **If excessive cleaning is necessary, the renter shall be charged for these services as outlined in the Barn Rental Price List.**



## The Dairy Barn Arts Center

7. The Dairy Barn will not be responsible for theft or loss of personal belongings. The Dairy Barn has limited storage capacity; therefore articles left on premises beyond the rental period will become the property of the Dairy Barn unless prearranged with the Dairy Barn Staff. An attempt will be made to allow owners of lost articles to claim them; however articles left will be disposed of after a reasonable effort is made to have them removed by the owners.
8. The Dairy Barn assumes no liabilities for illness occurring from food served by the renter to guests or participants.
9. The Dairy Barn will determine if security personnel are required for an event. If this determination is made the Dairy Barn will arrange for the presence of professional security personnel at an event, with the renter to be billed for this service.
10. Nothing may be affixed to the walls or ceiling without prior approval from The Dairy Barn Staff. Any decorations added to a rental space must be pre-approved by the Events Manager.
11. Use of The Dairy Barn logo is restricted to the Dairy Barn, Inc. exclusively. The Dairy Barn reserves the right to review all advertising materials related to events at The Dairy Barn under a 'rented' status.
12. Parking is available around The Dairy Barn. A fire lane must be maintained completely around the building. It is the responsibility of the renter to make sure the grounds (grass and landscaping) are protected from destruction by vehicles. The Dairy Barn reserves the right to restrict parking on the grass due to wet and inclement conditions. The renter shall provide parking attendants, at their cost, if the number of people at the event is greater than 200 and the major mode of transportation is to be by personal automobile. Parking around The Dairy Barn is at your own risk. The Dairy Barn is not responsible for accidents occurring in its parking lot and on its grounds.
13. A telephone is available in the upstairs classrooms at either end of the facility, and at the main desk in the gallery. It may only be used for local calls. **IN CASE OF AN EMERGENCY DEPRESS ANY OF THE FIRST THREE UNLIT BUTTONS AT THE TOP LEFT OF THE PHONE, DIAL '9', THEN DIAL THE APPROPRIATE PHONE NUMBERS:**

**ATHENS FIRE DEPARTMENT.....911**  
**ATHENS POLICE DEPARTMENT.....911**  
**EMERGENCY MEDICAL SERVICES.....911**

I, \_\_\_\_\_ (name), have read, understood and fully agree to The Dairy Barn Rental Terms and Conditions as listed above on the \_\_\_\_\_ day of \_\_\_\_\_ 2017.



## The Dairy Barn Arts Center

### Dairy Barn Rental Clean-Up Procedures

To ensure that there are no additional cleaning charges for your event, we have developed the following guidelines:

1. All food and other garbage must be removed from The Dairy Barn and grounds at the close of the event, without exception. The garbage will be bagged and deposited in the dumpster. The Dairy Barn will provide waste receptacles and trash bags. Recycling bins will be provided for all cans, glass, and plastic containers and must be placed outside in a predetermined location at the end of the rental period, without exception.
2. All areas that were utilized by the rental party and caterers (changing areas, staging areas, cleaning areas, sinks, and refrigerators) must be cleaned thoroughly and completely at the end of the rental period without exception.
3. All tables, chairs, linens, and other items must be cleaned, folded, stacked, placed in a prearranged location established by a Dairy Barn Staff person, and ready to be removed from the rented space that night unless otherwise prearranged with a Dairy Barn Staff person.
4. All food brought in by the rental parties and caterers must be removed from the refrigerator and building at the end of the event, unless otherwise prearranged with a Dairy Barn Staff person.
5. All decorations brought in by the rental parties, caterers, and/or wedding planners must be removed from the building at the end of the event, unless otherwise prearranged with a Dairy Barn Staff person.
6. These procedures and conditions must be met immediately following the close of the event. The rental period ends at 12 a.m. the day after (midnight the day of) the event. Therefore it is recommended that events end between 10:30 and 11:30 p.m. (at the very latest) of the rental period to insure that the caterer/event planner and staff can meet the requirements listed above.

The above items must be completed at the end of the rental period (the same day). The Dairy Barn Cultural Arts Center is used for a variety of different functions and these guidelines are to be followed without exception, unless arrangements are made with a Dairy Barn Staff person. Additional time and services will be charged as necessary per charges outlined in the ***Barn Rental Price List***.

***It is important that your event is properly staffed in order to meet these guidelines! The Dairy Barn Staff member is present to only make sure the interests of The Dairy Barn are protected, not as an additional staff person to assist with the event. The Dairy Barn is responsible only for those services listed in the Barn Rental Terms and Conditions (5.) As the rental party you are responsible for the additional charges that occur due to poor planning, organization, and staffing, and/or poor workmanship by the caterer/event planners. Any and all contractual obligations made with outside parties must be in agreement with the Barn Rental Price List, Barn Rental Terms and Conditions, and Barn Rental Clean Up Procedures contained herein.***

I, \_\_\_\_\_ (name), have read, understood and fully agree to The Dairy Barn Rental Clean-Up Procedures as listed above on the \_\_\_\_\_ day of \_\_\_\_\_ 2017.



# The Dairy Barn Arts Center

## Dairy Barn Sound Equipment Cost Schedule and Use Agreement

**System 1:** Basic meeting sound reinforcement system consisting of; (1) 100 watt 4 channel amplifier, (2) speakers with stands, 2 microphones with stands, adequate cabling. Cost is \$10 set up.

**System 2:** Performance grade sound reinforcement system including (1) mixing board with 4 mic inputs and 4 stereo input channels, (1) equalizer, (1) 350 watt amplifier, (2) CGM Bi- amp-able 15" and horn main speakers, include 2 monitors from system 1, (1) CD player, (1) cassette player, (2) microphones and stands, adequate cabling. Cost is \$15 set up  
Conditions of use:

1. Sound system set – up will be by the Dairy Barn, operation of the system will be under the observation / guidance of the Dairy Barn. **Initial:** \_\_\_\_\_
2. The Dairy Barn will take down the system at the end of the use period. **Initial:**\_\_\_\_\_
3. The full cost of repair / replacement costs of Damages to equipment due to lack knowledge in operation, misuse, or neglect, will be the responsibility of the user. **Initial:**\_\_\_\_\_

System to be used: 1    2    (circle)

Using Activity: \_\_\_\_\_

Person Responsible: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

I, \_\_\_\_\_, understand and agree to the above conditions for use of the  
(Name of Responsible Person)  
Dairy Barn's sound equipment.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Dairy Barn Authorized Signature)

\_\_\_\_\_  
(Date)