

**CRAVEN ARTS COUNCIL & GALLERY, INC.
BANK OF THE ARTS RENTAL CONTRACT**

Date of Event _____ Time of Event: _____ to _____
 Contact Person _____ Phone (Home) _____ (Work) _____ (Cell) _____
 Address _____ State _____ Zip _____
 Time you need building unlocked _____ Locked (approximate) _____
 Time guests will arrive _____ Number of guests to expected to attend _____
 Name of Caterer _____ ****If caterer is charging for their services, they must hold a City of New Bern business license to operate in the Bank of the Arts. License No.:** _____

Your reservation will include up to four hours in the building, including preparation time, event time, and cleanup. There are two 60-inch round tables, one 8 ft. by 3 ft. folding table, and 70 folding chairs that you are welcome to use inside the building.

A \$100 deposit is due within 15 days of the date the reservation request is made for your event. The deposit is refunded after your event if all contract conditions are met. In case of event cancellation, \$75 is nonrefundable and no refund will be provided if the reservation is cancelled within two weeks of the event. Full rental charges are due no later than four weeks before your reservation date. These charges are in addition to your deposit. All events require a \$100 cleaning deposit that will be fully refunded if the building is left in satisfactory condition after your event. Clean-up is not the responsibility of the Craven Arts Council staff.

Standard Charges for Rental	Charges for Your Event	Amount Received	Date Received
Bank of the Arts Facility Fee: \$400/4 hours (\$20 for each additional hour)			
Bank of the Arts Wedding Receptions Fee: \$500/4 hours (\$20 for each additional hour)			
Rental Deposit: \$100 (returned after event if all contract conditions are met)			
CAC&G Staff (required): \$20/hour (4 hours included in rental; \$20/hour after 4 hours)			
Cleaning Deposit: \$100 (returned if facilities are in good condition)			
Piano Rental Fee (optional): \$25			
PA System Fee (optional): \$50			
Total Charges (including deposits)			

Method of Payment

() Cash () Check Check # _____ () Credit Card Card Type _____ Approval # _____

Signature: _____

As event host, you will be responsible for the actions of your guests, caterer, florist, etc. The Craven Arts Council is not responsible for personal injuries to you, your guests, caterer, etc., in conjunction with the use of this facility. The Craven Arts Council is also not responsible for any personal property you or your guests bring onto the grounds or in the building constituting the Bank of the Arts.

The attached rules are a part of this contract. Please read them carefully. All checks should be made payable to the Craven Arts Council, PO Box 596, New Bern, NC 28563. If you have any questions, please call 252-638-2577.

Reservation Party Signature **Date** **Craven Arts Council Representative** **Date**

RULES FOR USE OF THE BANK OF THE ARTS

1. Please have all materials and furnishings out of the building after the conclusion of your contract time.
2. Candles of any kind are not allowed in the gallery.
3. Please make sure host, caterer and florist work within the scheduled reservation time.
4. A Craven Arts Council employee must be present during the time the building is available for your use, from initial setup to final cleanup.
5. The caterer for your event must be selected by and work for the reservation party.
6. The reservation party or other designated party is responsible for cleaning the building and grounds following the event.
7. A microwave and refrigerator are available for use, but no other supplies (cups, paper towels, napkins, etc.) of the Craven Arts Council may be used.
8. Anyone handling or consuming alcohol MUST be 21 years of age. All consumption of alcohol by the host or guests is at the risk of the host.
9. Artwork is not to be moved or touched in anyway by anyone other than an Arts Council employee.
10. Tables and chairs are available for use at no additional cost; setup and break down of said tables and chairs are the responsibility of the reservation party or other designated party.