

J.N.Long Cultural Arts Center Use/Event Information

Contact Information

Name: _____

Mailing Address: _____

Phone Number: _____ Email Address _____

Please write legibly

Usage Information

Type of Event: _____ Date Facility Requested: _____

Number of Guests: _____ Begin Time: _____ End Time: _____

Unlock Time: _____ Lock Time: _____

J.N. Long Cultural Arts Facility Requested

___ Gym / Performance Hall ___ Cafeteria / Lecture Hall ___ Conference Room ___ Meeting Room # ___

hours: ___ \$ per hour: _____ Total: _____ 1st Rent Payment: _____ Date Paid: _____
CA/CK/CC Initials payment rec'd by: _____

Owes Rent Balance: _____ By: _____ 2nd Rent Payment: _____ Date : _____
CA/CK/CC Initials payment rec'd by: _____

Paid in Full: _____ (Date)

Event Insurance Attached ___ Must get by: _____ (date) Pay by Bank Card or Credit Card

Signature: _____ Contract Date: _____

Secondary Signature(if needed) _____

Copy of Photo ID

Security Deposit

CA/CK/CC Amount: _____

Date paid: _____

Signature for deposit pick up: _____

Date: _____

For Office Use
Room: _____
Date: _____
Time: _____
___ On Calendar

J.N. Long Cultural Arts Center Event Rental Policy

Payment Policy

1. Security Deposit must be paid at the time of rental
2. 1/2 Rental Fee must be paid at the time of rental.
3. Final 1/2 Rental Fee must be paid 15 days prior to the event date or the contract is subject to cancellation.
4. **Rent and Security Deposit checks will be deposited in the bank at the time of receipt.**
5. The security deposit will be refunded on the next business day of JN Long Cultural Arts Center provided there is no damage, excessive cleaning or loss to the premises, and if all venue rules have been followed. (i.e. noise levels, parking)
6. **All or part of the deposit may be kept for not following one or more of the rules.**
7. Security deposits not picked up 90 days after notified by phone/email will be considered donations to JN Long Cultural Arts Center and not refunded.
8. No rental shall be extended past midnight. If your rental ends at midnight and you have not begun cleaning you will be charged a \$20 inconvenience fee. If you have a repeating rental contract you must pay the \$20 in the office before your next rental or the doors will not be unlocked.
9. An inconvenience fee of \$20 will be charged when a representative of JN Long Cultural Arts Center arrives at the end of your paid rental time to lock up and the event is still in progress.
10. For rentals ending earlier than 12:00 am renter will pay the regular hourly rate in cash for each additional negotiated hour not on the contract. Extensions are up to the closer.

Cancellation Policy

1. Canceling within 20 days of the event will result in forfeiture of 1/2 rental fee. Security deposit will be returned.
2. All changes to rental agreements must be made in person by the original signer at J.N. Long Cultural Arts Center, i.e. change in hours, change in date.

Insurance Policy

1. All renters will be required to obtain special event insurance, as well as liquor liability (if applicable) in amounts of no less than \$1,000,000 per occurrence / \$2,000,000 Aggregate.
2. Renters will also name J.N. Long Cultural Arts Center as additional insured on the policy and provide a certificate of insurance to J.N. Long Cultural Arts Center that states coverage is in force.
3. Organizations may present a certificate of insurance listing J.N. Long Cultural Arts Center as additionally insured on their existing policy.
4. Failure to provide a certificate of insurance at least 15 days prior to the event may result in cancellation of the rental agreement.

Set-Up and Cleaning Policy

1. Events of 4 or more hours will be allowed 1 hour setup/1 hour cleanup.
2. **Only people actively participating in cleaning** shall remain on the premises during the allotted cleaning time. All other guests must leave the building and surrounding property.

Use of Leased Space at JN Long Cultural Arts Center

Rules:

- ___ **Person signing the contract must be here for for Open and Close - Until the last person leaves, including the DJ/Band**
- ___ **NO Cooking or Grilling** inside the gym or cafeteria or on sidewalk areas. Must set it up outside.
- ___ No vehicles to be parked on the sidewalk or ramp by the Shaw St door. No blocking the parking lot driveways or residential neighbors driveways.
- ___ Cafeteria Rentals will use the Heard St parking lot as the primary parking. Use of the Shaw St parking lot should be restricted to loading and unloading into the rear of the cafeteria only.
- ___ **NO water activities, amusement devices, inflatables (bounce houses), rides or animals**
- ___ Children must be under adult supervision anyplace on JN Long Center including inside and outside.
- ___ No Smoking on Premises
- ___ No Firearms on Premises
- ___ **No Glass Bottles on Premises - Please ask your guest to bring drinks in cans**
- ___ No Hard Liquor Allowed
- ___ No Drunk or Disorderly Conduct Allowed
- ___ No climbing on furniture, tables, chairs.
- ___ Renter is responsible for ALL damage to the property.
- ___ **Keep all doors closed. Do not open windows**
- ___ **Parking lot/outdoor areas are not part of the rental - keep your party indoors.**
- ___ **NO GLITTER** allowed in balloons and balloons must be popped indoors, not in the parking lot.

Bands/DJ Rules:

- ___ **ABSOLUTELY NO Smoke Machines.** Fine for setting off the smoke alarms is \$100, each incident.
- ___ No person, DJ or band shall make, assist in making, permit or allow to continue any unreasonable noise after 10 PM. Sound levels shall not exceed 85 decibels measured at 100 feet from the source of the amplified sound. **City Noise Ordinance in effect at 10:00 pm. Music must be turned down at 10:00 PM**
- ___ **DJ/Band** should be informed to do 'last song' before the end of your rental time. All of their equipment must be out of the building when your allotted cleaning time is over or you will be charged.

Tables/Chairs:

- ___ Setup is the renter's responsibility.
- ___ Tables, chairs etc must be returned where they came from and on racks when provided.
- ___ Do not stack chairs over 6 high.

Cleaning:

- ___ **Guests not involved in cleaning must leave at the end of your paid rental time.**
- ___ Vacuum carpeted areas. Sweep floors before mopping. Mop floors completely, no spot mopping.
- ___ Empty all trash receptacles and put in new bags
- ___ Check and clean bathrooms and empty trash receptacles, sweep and mop floors.
- ___ Remove all trash bags to the outside dumpster behind the cafeteria on Shaw Street.
- ___ Remove all decorations including tape on walls.
- ___ **Pick up trash outside of building and deposit in dumpster**

Liability of JN Long Cultural Arts Center

Initials

1. ____ The client(s) understand that JN Long Cultural Arts Center is not responsible for any bodily or property damage incidents on or near the event site resulting from any act by anyone to cause any harm or by omission of anyone. This exclusion applies to anyone on or near the event site whether or not under the influence of alcohol or illegal substances.

2. ____ Serving alcohol and food at the event is the sole responsibility of the client(s). The client(s) understand that JN Long Cultural Arts Center is not responsible for any incidents related to the over-consumption of alcohol or food poisoning on the premises.

3. ____ The client(s) understand that JN Long Cultural Arts Center is not responsible for any incidents related to the use of a motor vehicle to or from our facility. The client(s) understand that JN Long Cultural Arts Center is not responsible for any thefts before, during, or after the event.

4. ____ Client(s) agree to indemnify, defend and hold harmless JN Long Cultural Arts Center and its owners, partners, employees and board for, from and against any liabilities, costs, penalties, expenses, third-party claims, suits, demands, actions or other proceedings arising out of and/or resulting from the event rental agreement and use of premises, including but not limited to any indirect, incidental, consequential, special, emotional or exemplary damages.

5. ____ The client(s) understand that JN Long Cultural Arts Center is not liable for any inconveniences that may occur over which it has no control. This includes, but is not limited to, power outages, adverse weather conditions, mandatory evacuation, local or federal government orders, disasters, pandemics, unexpected seating capacity changes, hearsay, construction, City of Cleburne events, parking beyond venue capacity, venue mechanical failure (i.e. overloaded power circuits, air conditioner, heater, television, lights, audio equipment, oven). No refunds or compensation will be given to the client(s) or vendors.

6. ____ The client(s) understand that the maximum event seating capacity is 300 guests in the Gym and 135 guests in the Cafeteria.

I have read the above guidelines and understand I am responsible for all in attendance.

Client Signature

Date

JN Long Cultural Arts Center

Date