



CMCARTS

CARIBBEAN MUSEUM CENTER FOR THE ARTS



PHOTO BY: TED DAVIS

CMCARTS FACILITY RENTAL AGREEMENT

Award Ceremonies

Wedding Receptions

Graduation Parties

Birthday Parties

Business Meetings

Social Mixers

RENTAL RATE SCHEDULE

Gallery, courtyard and kitchen can be reserved for your use.

Apartment rentals are available on Air B&B.

RATES

\$600 Courtyard

\$125 Kitchen

\$4 Chairs each

\$10 Tables each

Discounts:

Members at Patron Level and above receive 15% Discount on Rentals

Corporate Sponsors of \$10,000 or more receive Complimentary Rentals

Corporate Sponsors of \$5,000 to \$9,999 receive 15% Discount on Rentals

Non-Profits receive a 50% Discount on Rentals

A \$200 Refundable Deposit is required on all Rentals

RENTER INFORMATION

Renter's Name _____

Phone _____

Email _____

Address _____

City _____

Zip _____

Today's Date _____

EVENT INFORMATION

Name of Event _____

Description _____

Event Date _____

Event Time _____

Space Requested _____

I acknowledge that this rental may not be used for political purposes and that if this restriction is violated, I will forfeit my deposit.

FEE SCHEDULE AGREEMENT

Deposit _____ Date Paid _____

CreditCard___ Cash___ Check No._____

Balance Due _____

Date Paid _____

CreditCard___ Cash___ Check No._____

CATERING/BAR INFORMATION

Will you be using a caterer ___Yes ___No

Caterer's Business Name _____

Contact Person _____

Phone _____

Will you have a bar? ___Yes ___No

Will event be ticketed? ___Yes ___No

Ticket Prices:

\$___ Public \$___ Student \$___ Child \$___ Seniors ___Free

Contract Agreement for Facilities Rental

1. The applicant agrees that he/she save The Caribbean Museum Center for the Arts herein referred to as (CMCArts, Inc.), It's employees and It's representatives harmless from any claims , suits or actions whatsoever for personal injuries or death , or any loss or damage of property suffered by the user , his agents , employees , visitors or guests occurring in or about the premises during the use of said premises. Nothing herein shall be constructed to waive any rights or immunity of CMCArts, Inc. with respect to any such claim, suits or action.
2. The applicant further assumes full responsibility for the conduct of the user, his or her agents , employees , visitors or guests , including actions perpetrated by the same occurring in or about the premises during their use. The applicant also agrees to be responsible for any violations under the USVI Code Title 27 relating to disturbing the peace. **Rentals may not run past Midnight.**
3. The applicant will acknowledge the condition of the premises of CMCArts, Inc. and agrees to return such premises in as good condition and repair as received ; acts of God and ordinary wear and tear expected . This includes removal of all trash and litter including all decorations , tape, etc. by the applicant immediately following the event . The facilities must be left broom swept. Applicant is responsible for all damages to the building and contents. If CMCArts, Inc. staff has to clean after the applicant's use, a prorated deduction will be made from the security deposit.
4. CMCArts, Inc. assumes no responsibility for weather condition or other similar acts of God nor the failure of electrical power or water supply.
5. Neither the applicant, his/her agents, employees nor visitors may drive vehicles in the courtyard.
6. Facility rental is available from 9:00 am to 12:01am.
7. General decorating plans will be cleared with CMCArts, Inc. coordinator and the following restrictions will be enforced : A) All tape and wire used to attach decorations must be removed. B) Applicants are to bring all needed equipment . There are no tools, ladders, etc. available at CMCArts, Inc..
8. A security deposit in the amount of Two Hundred (\$200) is required by applicant. The deposit will be returned after satisfactory inspection . Refund of deposit due to cancellation will be made only if CMCArts, Inc. is notified of the cancellation a minimum of 30 day prior to the event.

9. All charges must be paid in full two weeks prior to the event and is not refundable . Upon paying for charges , applicant will sign and return the Contract Agreement to CMCArts,Inc.

10. Applicant shall be solely responsible to maintain an orderly event and to provide security commensurate with the nature and size of the event. Notwithstanding applicant's obligation, CMCArts,Inc. reserves the right to specify security measures to be taken, when in the sole judgment of CMCArts ,Inc. staff, special security measures are warranted . All costs and expenses of the security measures shall be paid by the applicant.

11. CMCArts ,Inc. staff will inspect for damages and inspect for cleanup . Damage to the facility or equipment shall be paid in full by the person or group signing this agreement either individually or under the Applicants designated entity or both . Applicant is responsible for all damages to the building and/or any and all art therein , including but not limited to: Furniture , fixtures , floors , plumbing , equipment , paintings , sculptures , photographs , plants, planters, walls or tables caused directly or indirectly by applicant , his/ her employees , agents , contractors , visitors or guests and/or any and all other person directly or indirectly associated with the Applicant . Applicant agrees that "damage " "equipment " "facility " will be determined by the sole discretion of CMCArts , Inc. and/or its designated agent.

12. All trash, garbage and litter must be removed by the applicant or his/her agent after the event. Any trash or litter left on the premises will result in a reduction of the security deposit fee for cost associated with cleaning the premises.

13. Entrance gate is provided one hour prior to start of the event.

14. Rental includes prior clean up, opening of the gallery , use of restrooms , water , electricity.

15. CMCArts,Inc. is a non-partisan, non-profit, organization and CMCArts facility rentals may not be used for political purposes

By signing this rental agreement (referred to in this agreement as "Lessee or Renter") acknowledges having read and understood the terms of this agreement as printed on all pages, and understands that this agreement is binding upon the parties, their agents, guests and contractors and the CMC Arts, Inc.

Renter's Name (Please Print) _____

Event Date(s) _____

Renter's Phone _____

Renter's Email _____

Signature _____

CMCA Representative (Please Print) _____

Today's Date _____

Signature _____