



"Supporting the arts and our community in Helena, Montana"



# Space Rental Agreement Contract

## Space Rental Rates

Hours Available: 8am-11pm. Monday-Sunday. Holidays by inquiry.

Lobby/Art Display space included with rental as is.

Max occupancy aprox. 150

\_\_\_\_\_ Classroom Space, 700 square feet, **\$20 / hour**, \$260 / day

\_\_\_\_\_ Great Room, 1300 square feet, **\$30 / hour**, \$390 / day

\_\_\_\_\_ Great Room with 12' stage: **\$40 / hour**; 4 hour minimum (\$160), \$520 / day

## Renter & Contact Information

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

Company \_\_\_\_\_

Email \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

## Event Information

Date(s) of Event \_\_\_\_\_

Description of Event \_\_\_\_\_

Renter Website and/or social media info: \_\_\_\_\_

Expected Attendance \_\_\_\_\_

Hours of Event: Start: \_\_\_\_\_ End: \_\_\_\_\_

Set-up Time: Start: \_\_\_\_\_ Tear-down Time: End \_\_\_\_\_

Total Time Rented \_\_\_\_\_ x Space Rental Rate \_\_\_\_\_ =Total due \_\_\_\_\_

## Equipment available

70 chairs, 18 stools

4 Round Tables, 5' diameter, Rectangle Tables 3 (3'x6'), 2 (3'x5'), 1 (2.5'x4.5'), 1 Large 5' x 8' table

Table cloths available on request (cleaning fee of \$10 may apply, depending on use)

Additional charges may apply for sound equipment, additional chairs, special lighting needs or staff time. Please inquire for more information. Please list what you need below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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## Things for the Renter to know:

Food & Beverage is allowed. Giving away alcohol (as per the law) is allowed.

SALE of Alcohol is not permitted. To arrange to sell alcohol, please inquire.

Advertising of Event is the responsibility of Renter.

Set-up of Chairs and/or tables is the responsibility of Renter.

Event will be shared on Free Ceramics website, through social media and may be included in mass email if Renter requests. If event is private, please inform Free Ceramics at time of rental.

Parking is on the edge of a residential area. Please be kind and courteous to our neighbors.

## Legal stuff:

**Payment and cancellation:** For rental of classroom space, payment is due when contract is signed. For rental of Great Room, a 50% deposit is due when the contract is signed. Balance is due at time of event. Refund of deposit will be granted if cancellation is more than 2 weeks prior of event date.

**Liability:** Renter agrees to indemnify and hold harmless Free Ceramics / Studio Art Center and the City of Helena from and against any and all risks, costs, expenses, and claims of every kind arising from or in connection with the Renter's event.

**Damages:** Renter agrees to pay, on request of Free Ceramics / Studio Art Center, or to reimburse Free Ceramics / Studio Art Center, the costs of repairing all damage (ordinary wear and tear excepted) to the premises, including all works of art, occurring during or arising in connection with event.

As Renter, or a representative there of, I am authorized to reserve the space for the event described above. I have read and acknowledge of all the charges and conditions set forth on this form and as a Renter agree to abide by all conditions in this agreement. As a Renter I agree to reimburse Free Ceramics for all loss and/or damage caused by the Renter, its agent, and invitees.

Renter Signature and date: \_\_\_\_\_

Signature of Free Ceramics: \_\_\_\_\_

Please return signed form  
w/payment or deposit to:

Free Ceramics  
650 Logan Street  
Helena, Montana 59601  
406-438-6212  
www.freeceramics.com  
emily@freeceramics.com

Office Use Only: \_\_\_\_\_

Payment and/or 50% deposit Received:

\_\_\_\_\_  
Special Notes:

\_\_\_\_\_  
\_\_\_\_\_

Final Payment: \_\_\_\_\_