



RENTAL CONTRACT – FINE ARTS INSTITUTE OF EDMOND

27 East Edwards (P.O. Box 311), Edmond, Oklahoma 73083
405-340-4481 • www.edmondfinearts.com

I verify that I have read and understand the usage agreement, contract, and fee and agree to all terms and conditions. I agree to abide by and be responsible for the enforcement of all rules and regulations set forth by the Fine Arts Institute of Edmond.

I further agree to indemnify and hold harmless the Fine Arts Institute board of directors, staff and faculty for damages arising from accidents.

INDIVIDUAL _____ **TITLE** _____

ORGANIZATION _____ **TODAY'S DATE** _____

ADDRESS _____ **CITY & ZIP** _____

WORK PHONE _____ **HOME** _____ **CELL** _____

EMAIL _____ **ROOM/SPACE** _____

DATE OF EVENT _____ **HOURS (include set up/clean up)** _____

FEE \$ _____ **DEPOSIT (half of fee) \$** _____

SIGNATURE _____

FAI ONLY:

Event Date _____ Today's Date _____

Scheduled on FAI calendar YES _____ NO _____

TOTAL \$ _____ Deposit Received \$ _____ Balance \$ _____

FACILITY USAGE OF FINE ARTS INSTITUTE OF EDMOND

RESERVATIONS

All reservations, room set-up, clean-up and food arrangements should be made at least 10 business days prior to the event. Space is based on availability.

FOOD SERVICE

Food and beverages are not supplied by the Fine Arts Institute. Outside food and beverages may be brought in, but must be approved by the FAI staff.

ALCOHOL

Customers using the Fine Arts Institute facilities and providing alcoholic beverage service must provide the FAI Executive Director with proof of appropriate licensing for the serving of alcoholic beverages, beer and wine.

PAYMENTS/DEPOSITS

A deposit representing half of the room rental is required at the time of reserving the room. The balance of the rent is due the day of the event. The Fine Arts Institute accepts personal or company checks, Visa, MasterCard, or American Express as forms of payment.

REGULATIONS

The Fine Arts Institute is a smoke-free facility; strict adherence is required. The use of weapons, firearms, fireworks, or illegal drugs on the Fine Arts Institute property is prohibited. Anyone found to have these items will be subject to arrest.

*Ordinary courtesy will be expected in the Fine Arts Institute at all times.

*FAI hours of operation are 9 am – 5 pm Monday – Friday with exceptions for specified events or function needs.

*The FAI is not responsible for lost or stolen items while on the premises. Items found will be held in the reception area.

*Early access to meeting rooms will be allowed with discretion based on availability.

DECORATIONS

The use of candles, torches, fog/smoke machines, confetti, silly string and dry ice is not allowed. The use of scotch tape, thumb tacks, or nails on doors or walls is prohibited. Easels are available upon request. The customer must provide flipcharts and signs. Moving furniture and fixtures is subject to approval of the Executive Director. Do not hang decorations or props from any lighting or equipment fixtures.

DAMAGE

Individuals and/or organizations will be held responsible for any negligent or intentional damage to Fine Arts Institute property. Any damage occurring during a scheduled event will be charged to the sponsoring organization or individual. Customers are responsible for leaving the rented area clean. Dumpsters for trash are located on the east side of the building.

INSURANCE

The Fine Arts Institute of Edmond does not carry insurance coverage for participants renting its facility and therefore is not held liable for injuries that may occur while using the facilities. As a result, the Fine Arts Institute of Edmond may require organizations to carry their own insurance. The sponsoring individual and/or organization will be held responsible for the conduct of the participants and all insurance of participants including liability and hospitalization.

CANCELLATIONS

All cancellations must be called in or submitted in writing as soon as possible. A 50% room rental fee will be charged for groups canceling less than 3 days prior to the event.

WE HOPE YOUR TIME AT THE FINE ARTS INSTITUTE IS ENJOYABLE.

The Fine Arts Institute of Edmond
27 East Edward
(P.O. 311)
Edmond, Ok. 73083

405 340 4481

shannon@edmondfinearts.com

FINE ARTS INSTITUTE OF EDMOND - ROOM RENTAL AREAS & FEES

Founders Room (green) OR Mabee Room (yellow) Tables with chairs to seat maximum of 20

Eloise Rees Performing Arts Theatre Theatre seating for 90

Gallery/Courtyard 150 people maximum

Mitzi's Park 150 people maximum

RATE EXPLANATION

Theatre room rental \$100 per hour

Classroom rental \$50 per hour

Exclusive use of the building \$500 per event up to 3 hours (\$50 each additional hour)

