

Center for Puppetry Arts Rental Contract Guidelines

Contracting Details: A rental reservation is considered confirmed and binding after the date, time, guest count estimate, and location are agreed upon and the following have been received by the Facility Rentals Coordinator.

1. **Rental agreement** has been signed and received by the Facility Rentals Coordinator.
2. **A non-refundable rental deposit** must be paid to the Facility Rentals Coordinator. For rental rates of \$750 or more, the deposit is 50% of the total rental rate. Rental rates of less than \$750 must be paid in full. The balance of the rental rate will be due no later than 30 days prior to the event. For events booked less than 30 days in advance, the full rental rate will be due with the signed event rental agreement.
3. **A \$250 refundable security/damage deposit** must be paid upon submittal of the contract for rental rates of \$750 or more. This deposit will be refunded, provided there is no breach of contract, property damage, excessive cleanup, or overtime fees incurred.

Cancellation: The Lessor reserves the right to cancel an event up to four months in advance with full refund of deposit. If the Lessee cancels more than one month before the event, the Lessee forfeits 50% of the rental fee paid up to that point. If the Lessee cancels one month or less prior to the event, the Lessee forfeits the whole fee paid up to that point. However, if the cancellation is due to a cause beyond the control of the Lessor or the Lessee, such as acts of war, acts of mobs or rioters, acts of public authorities, earthquakes, floods or other natural disasters, neither the Lessor nor the Lessee shall be responsible or liable for damages caused by delay or failure in the performance of this contract or any provision therein.

