



215 S. Main St., Bartlett, IL 60103
630.372.4152 | artsinbartlett.org
artsinbartlett@gmail.com
501(c)(3) non-profit organization

Community Room/Gallery Short-term Lease Agreement

The Community Room/Gallery may be used for classes, workshops, photo shoots, lectures, meetings, programs, parties, business/social, fundraisers and arts-related events. All agreement requests will be reviewed by the AIB Arts Administrator. Event purpose and number of attendees are subject to the approval of the Arts in Bartlett Board of Directors. Reservations are taken on a first come, first served basis.

Room Rate (check one):

- Corporate and Sustaining Members: One complimentary room rental with each 12-month membership. Date/Time of rental subject to previous AIB commitments. Subsequent rentals at hourly member rate or other arrangement with AIB Admin/Board.
- AIB Member rate, \$15/hr Mon-Thurs (min 2-hr rental); \$20/hr Fri-Sun (min 4-hr rental)
- Non-member rate, \$25/hr Mon-Thurs (min 2-hr rental); \$30/hr Fri-Sun (min 4-hr rental)

This agreement is entered into by _____ (lessee) on _____ (date) and Arts in Bartlett (AIB) for the use of the facilities at 215 S Main St, Bartlett, IL 60103

Address: _____ City/State/Zip: _____

Phone: _____ Email: _____

Purpose of use: _____

Rental date(s): _____ Expected attendance: _____

Arrival time: _____ Departure time: _____

Deposit check: # _____ Date: _____ Remaining Due check #: _____ Date: _____ Damage check#: _____ Damage return: yes/no date: _____

An AIB volunteer will open/close facility for event. Arrival must be within 1 (one) hour of the "arrival time" stated above or event will be considered a no-show and room deposit forfeited.

Payment/Refunds: Secure date & time: 50% non-refundable lease fee due with signed contract. Day of event: remaining 50% of lease fee is due, plus separate \$50 refundable damage deposit (refunded within 1 week of event) make checks payable to Arts in Bartlett. Lessee may cancel, or reschedule, up to 5 business days before scheduled rental date to avoid forfeiture of deposit. _____ (lessee initial)

Occupancy: Rental of the space does not indicate endorsement of lessee (or organization represented by lessee) by AIB or its board members. Lessee is responsible/liable to ensure all event attendees comply with terms of lease and follow all State and Village of Bartlett laws and ordinances. No smoking in or within 15 ft of the building. No items (food/décor/other) are to be placed on grand piano. Lessee responsible for actions of all participants, well-being or missing merchandise & displayed artwork. No animals allowed – except service animals. Lessee may provide and play music and/or sound system at levels considerate of other building occupants. _____ (lessee initial)

Setup/Décor: No glitter or confetti, no affixing or removing items from walls. Exception: Removable Command Strips may be applied and removed by lessee. _____ (lessee initial)

Food/Liquor: All arrangements for food/liquor must be made and paid for by lessee. No selling of alcoholic beverages is permitted without written permission from the Village of Bartlett and applicable State licensing; thus a "cash bar" is not permitted. _____ (lessee initial)

Clean Up: Lessee responsible for all cleaning and trash removal at end of event. Facilities should be left in the same condition as found or risk forfeiture of \$50 deposit. Replacing missing or damaged equipment/property and/or cleaning after lessee's departure by AIB will result in forfeiture of \$50 deposit. If damage/loss exceeds \$50 deposit, lessee will be invoiced for the additional amount. _____ (lessee initial)

Equipment available for use include:

- 64 chairs
- 7 6ft tables & 2 4ft round tables
- 1 4ft table
- Coat rack
- Grand piano
- Blu-ray enabled speakers/mic
- Refrigerator with freezer
- Kitchen sink
- 12-cup Mr.Coffee/48-cup percolator
- Microwave
- Vacuums, mop, broom, bucket
- Waste containers & replacement bags
- Cleaning supplies
- Two bathrooms
- Parking rear of building

By initialing above and signing below, lessee agrees to all terms stated here in and agrees to abide by the terms of this contract:

Signature (Lessee): _____ Date: _____