



First Coast Cultural Center

Facility Rental Application 2024

Renter agrees to rent space from First Coast Cultural Center in accordance with this contract.

Organization _____ Contact Name /Date _____

Phone _____ Email _____

Address _____

Name of Event/Date _____

Total hours including preparation and clean up _____

If using a vendor to deliver tables, chairs, etc., provide the business/contact/delivery date

I will need _____ FCCC chairs. I agree to set the chairs up and replace afterwards.

Will you be serving food/beverages through a vendor? _____

Company/contact _____

Room(s) requested (See options below): _____

\$ _____ Room rental fee (including 7.5% sales tax) must be paid on _____, thirty (30) days before event. In the event Renter exceeds allotted time for any reason, Renter will pay an additional fee of \$100 per hour.

Event Space Rental Fee	\$ _____
Cleaning Fee	<u>\$150.00</u>
7.5% Sales Tax	\$ _____
Total Amount Due on:	\$ _____

A non-refundable Deposit (50% of rental fee) is due at time of booking to hold the date with application and will be applied towards the reservation, paid by credit card which is to remain on file. **Only credit cards are accepted.** The final payments will be due thirty days prior to event.

Renters will pay a difference if costs to repair or clean exceed their deposit within thirty (30) days after the event.
X _____

Cancellation Policy: Due to FCCC's maximization of the venue for workshops, lectures, classes, and other clients, we uphold a standard No Refund Policy. If Renter cancels an event ninety (90) days prior to event date, Renter will be given six (6) months to re-book at the original rental value. If Renter cancels within sixty (60) days prior to event, Renter will be charged an additional 25%, and be given six (6) months to re-book at the original rental value. If Renter cancels an event less than thirty (30) days prior to the event, Renter will be given zero credit for another event.

Responsibility: The conduct of all participants and spectators at FCCC shall be the Renter's responsibility. Renter also accepts all responsibility for any injury to person(s) or property, or loss of or damage to property or theft of personal property or artwork at First Coast Cultural Center during the rental period or resulting therefrom. FCCC retains the right to evict objectionable person from the premises or to call for security/police if deemed necessary. Violations may result in denial of future reservation requests. After notification, if Renter fails to perform cleaning, repair or restoration, in a timely manner, these costs will be deducted from original said fee agreement.

Any damage to facilities or artwork during the rental period, or upon delivery/ pick-up / clean-up/ or resulting from any Caterer/Vendor's action will be the responsibility of the Renter. This includes damage to the walls, floors, fixtures, pianos, and artwork. X _____

Cleaning: Renter agrees to pay a \$150 cleaning fee per 1-2 rooms or \$200 for 3+ rooms. X _____

By signing this Rental Contract, Renter acknowledges having read and understood the terms of this contract and acknowledges that this Rental Contract is binding both on the parties and the organizations they represent.

RENTER Signature: _____ Print name _____

Date _____

FCCC Director of Programs _____ Date: _____

Deposit applies to room rental fee and is non - refundable.

This venue is a non-profit arts education facility. Rentals support arts education.

Rental Space	Approx Dimensions	Capacity	Operations Hours	Evening/Wknd
Zena Groover Gallery	1,491 SqFt	60-120	\$400	\$900
*Includes Hospitality Suite and Kitchen Upstairs				
Culinary Studio	350 SqFt	10 seating	\$200	\$500
*Includes Downstairs and Backyard				
Classrooms Downstairs	200 SqFt/80 SqFt	10 seating	\$175	\$450
*Includes Kitchen Downstairs NO BACK or FRONT YARD usage				
Conference Room	115 SqFt	4 seating	\$75	\$150
*Includes Kitchen Downstairs				

Guidelines:

Chairs, tables, kitchen, refrigerator, AV projector, and parking lot encompassed in rental fee.

Piano available for use by a professional musician only.

Food and beverage – catering of your choice permitted. We may ask for an additional insurance rider.

Holidays will be considered double the price.

\$100 per hour if event exceeds allotted/agreed upon time.