



Lincoln City Cultural Center  
 540 NE Hwy 101  
 Lincoln City, OR 97367  
 (541) 994-9994  
 www.LincolnCity-CulturalCenter.org  
 lincolncityarts@gmail.com

## Rental Agreement

Today's Date: \_\_\_\_\_

Date Requested: \_\_\_\_\_ Estimated number of guests: \_\_\_\_\_

Name of event/group: \_\_\_\_\_

Time of rental: (include set-up and clean-up time): \_\_\_\_\_ to \_\_\_\_\_ Event time: \_\_\_\_\_ to \_\_\_\_\_

Contact/Person Responsible name: \_\_\_\_\_ Requested Space: \_\_\_\_\_

Phone: \_\_\_\_\_ Alt. Phone \_\_\_\_\_

Mailing Address: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Complete Description of Event: \_\_\_\_\_

\_\_\_\_\_

**Please see attached rental rates**  
**\*Deposit must be made to secure date of rental**

*Office Use:*

Rental Charge \$ \_\_\_\_\_  
 Additional Rental Items: \$ \_\_\_\_\_  
 After Hours Staffing Fee: \$ \_\_\_\_\_  
 After Hours Security Fee: \$ \_\_\_\_\_  
 Set Up/Tear down Charges \$ \_\_\_\_\_  
 Alcohol Server Fee: \$ \_\_\_\_\_

Room/Space: \_\_\_\_\_  
 Chairs: # \_\_\_\_\_ Chair Covers: \_\_\_\_\_  
 Tables: \_\_\_\_\_ Tablecloths: \_\_\_\_\_ Banquet Skirts: \_\_\_\_\_  
 Sound/Lights System: \_\_\_\_\_ Other: \_\_\_\_\_  
 Credit Card Machine: \_\_\_\_\_ Projector : \_\_\_\_\_  
 Spiders/Electrical \_\_\_\_\_  
 Microphone: \_\_\_\_\_  
 Outdoor Sign to read: \_\_\_\_\_

**TOTAL RENTAL COST** \$ \_\_\_\_\_

Coffee & Water Service \_\_\_\_\_

Non- Profit Discount \_\_\_\_\_

**Due at contract signing**

½ the total cost (above): \$ \_\_\_\_\_  
 Cleaning/damage deposit \$ \_\_\_\_\_

**Deposit Total** \$ \_\_\_\_\_

Paid Date: \_\_\_\_\_

Payment Method: \_\_\_\_\_

Check number: \_\_\_\_\_

**Balance of Rental**

Due on: \_\_\_\_\_ \$ \_\_\_\_\_

Paid Date: \_\_\_\_\_

Payment Method: \_\_\_\_\_

Check Number: \_\_\_\_\_

Date and time of Pre-Event Walk through: \_\_\_\_\_

Additional Notes:

**\*Payment:** Upon completion of this agreement 50% of the total rental fee must be submitted with application plus the damage and cleaning deposit. The remaining balance is due no later than 10 days prior to the event date.

**RENTAL POLICIES**

- 1) The LCCC requires a 50% deposit and a signed contract in order to hold a room reservation. The remainder of the rental fee and additional charges are due on, or before, the first day of the rental period.
- 2) If the rental or event is cancelled prior to two weeks (14 days) in advance, the full amount of the deposit will be refunded. If the rental is cancelled within the two-week window, the LCCC shall return half of the deposit, or 25 percent of the agreed rental amount.
- 3) A refundable cleaning deposit will be charged for all events. In order to receive the cleaning deposit refund, the customer must leave the room with:
  - A) floors that have been swept and mopped, or vacuumed;
  - B) tables, chairs and counters clean;
  - C) recyclables collected and deposited in the proper containers;
  - D) all garbage removed to the outside dumpster; and liner bags replaced; and
  - E) all chairs and tables are returned to their proper place (unless the setup/teardown fee has been paid).
 The LCCC will provide cleaning supplies and equipment.
- 4) Any damage to furniture, equipment, event supplies or the room itself, resulting from the customer's use of the room, will be the financial responsibility of the person signing the contract. The customer will be invoiced for all such damages.
- 5) Event Insurance is required for rentals with parties of 50 people or more. A liability certificate with the Lincoln City Cultural Center as an additional insured is required before your event.

**HOUSE RULES**

- 1) Beer and wine may be served, provided that all licensing requirements are met and the customer takes full legal responsibility as host of the event. The customer agrees to indemnify the LCCC and to hold the center harmless from any and all liability arising from the serving or sale of alcohol on the premises. There must be a dedicated person(s) to dispense the alcoholic beverages, and that person must possess a valid OLCC's Servers Permit. No alcohol may be consumed outside the building. Liquor Liability Event Insurance is required if you are serving your own alcohol. A liability certificate with the Lincoln City Cultural Center as an additional insured is required before your event. If you would like to forgo this, you may request an LCCC bar tender be provided at an additional charge.
- 2) If food items are to be served, it is the responsibility of the customer to meet all health codes and licensing requirements, and the customer takes full responsibility as the host of the event. The customer agrees to indemnify the LCCC, and hold the center harmless from any and all liability arising from the serving or sale of food items on the premises.
- 3) Children are to be supervised at all times, and are not allowed in areas that are not included in the rental agreement. Customers are responsible for any damages done by children and/or minors who attend their events.
- 4) No tape, nails or adhesives are to be used on the walls or ceilings, anywhere in the center, without the express permission of the LCCC management.
- 5) All activity, including tear-down and clean-up, must be completed by 1 am.
- 6) No vehicles may remain in the parking lot overnight, without permission from the LCCC management. Overnight camping is not allowed, in accordance with city ordinance.
- 7) All marked exit doors, throughout the building, must remain unobstructed by tables or booths. Hallways must maintain a 43" walkway at all times.

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In consideration of the use of the Lincoln City Cultural City's premises on the following dates \_\_\_\_\_, for the purpose of \_\_\_\_\_

The applicant does hereby covenant and agree to save and hold the Lincoln City Cultural Center, its agents, servants, and employees (hereafter collectively referred to as "LCCC") harmless from and indemnify the LCCC for, any and all liabilities or costs arising out of the use of the described premises by the applicant, the applicant's invitees, or other persons. Total number of persons anticipated is \_\_\_\_\_. Live entertainment (will) or (will not) be provided. This agreement shall remain in full force and effect for any continued, additional or postponed date for the event indicated. The LCCC reserves the right to cancel or interrupt the event if the representations set forth therein are not adhered to or if the LCCC determines that a situation might lead to personal injury, property damage or violations of existing law. The applicant especially agrees that this Hold Harmless Agreement shall include responsibility to provide legal defense for the LCCC for any claim or suit, whether or not legal action is commenced, arising out of the applicant's use of the premises, and that, should the applicant refuse to provide such a defense, the applicant will reimburse the LCCC for any expenses incurred by it including such expenses incurred by any person or organization acting on its behalf.

We agree to the terms of the rental agreement and the details describe in this document.

\_\_\_\_\_  
 (sign & date)  
 Authorized LCCC Representative  
 Lincoln City Cultural Center  
 540 NE Highway 101  
 Lincoln City, OR 97367  
 541-994-9994  
[lincolncityarts@gmail.com](mailto:lincolncityarts@gmail.com)

\_\_\_\_\_  
 (sign & date)  
 Renter's Representative  
 Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 E-mail: \_\_\_\_\_