



CYM Event Space Rental Agreement and Contract

Event Date: _____

Event Start Time: _____

Event End Time: _____

Type of Event: _____

Client(s)/ Corporation: _____ Primary Contact: _____

Preferred Phone: _____ Email: _____

Address: _____ City: _____

State: _____ Zip: _____

NOTE: A standard full rental shall be 3 hours for \$250. A standard half rental shall be 1.5 hours for \$125. Each additional hour shall be charged at a rate of \$85 per hour.

For use on the event date and time stated above for rental fee of \$_____ is due and payable upon return of signed agreement. Cash, check, and some credit cards are accepted.

ALL PAYMENTS SHOULD BE MADE TO: Center for Young Musicians

We accept cash, checks, Visa, Master Card, American Express and Discover credit cards.

A signed agreement and payment in full must be received to reserve your date and times.

A refundable security deposit of **\$100** must be made **in addition** to the balance. Please refer to the **Conditions and Responsibilities of Renter** for details.

All balances must be payable to **Center for Young Musicians**. If the balance has not been paid by the commencement of the event, **Center for Young Musicians** reserves the right to cancel your event.

Acknowledged, Agreed and Authorized by Primary Contact/Renter: _____

Date: _____

Acknowledged and Agreed by Center for Young Musicians: _____

Date: _____

CONDITIONS AND RESPONSIBILITIES OF RENTER

*Please read the material below to make sure all parties understand the requirements of providing for everyone's safety and keeping **Center for Young Musicians** a well maintained and safe location for future use. Primary Contact/Renter must initial and date on page 3.*

RENTAL FEES

All deposits and balances must be payable to Center for Young Musicians upon return of signed agreement no less than 10 days in advance of event. Payment may be made by cash, check or major credit card. No terms are implied or granted and no work will be allowed to commence until full payment is received prior to the commencement of the event.

SECURITY DEPOSIT AND DAMAGE(S)

A refundable security deposit of \$100 must be made upon return of the signed agreement and balance. Please note that this deposit is separate from the balance to secure the date and space. This deposit will be refunded within five (5) days following the rental period provided the premises are maintained and left in the same condition as when rented, and satisfactory to Center for Young Musicians' administration. The Primary Contact/Renter agrees to maintain and leave the premises in the same condition as when rented and satisfactory to Center for Young Musicians' administration. Any cleaning or repairs deemed necessary beyond normal use (i.e. paint damage, carpet stains, etc.) will be charged to the Primary Contact/Renter and deducted from the security deposit. Premises must be cleaned within the contracted time allowance, leaving it in the same condition and working order as at the start of the event setup. Primary Contact/Renter must remove all trash, composting and recyclables from inside the site. Trash, composting and recyclables may be deposited in receptacles behind the site as detailed in the **TRASH REMOVAL** section. Failure to remove or clean will result in additional fees. If the building or any part of the premises or its contents, including furniture or artwork, is damaged during the event, renter will be solely responsible for such damage.

LIABILITY

Renter agrees to indemnify, defend, and hold Center for Young Musicians, its landlord, building owners, officers, employees, and agents harmless of and free from any liabilities, costs, penalties, or expenses arising out of and/or resulting from the rental and use of the premises.

In the event Center for Young Musicians, its landlord, building owners, officers, employees and/or agents, are required to file any action in court in order to enforce any provisions of this agreement, Renter agrees to pay Center for Young Musicians, its officers, landlord, building owners, employees and/or agents, all reasonable attorney fees, court fees, and costs of suit incurred by Center for Young Musicians, including all collection expenses and interest due.

CAPACITY

Renter understands that the maximum standing capacity of Center for Young Musicians is 66 people and will not exceed this limit.

SITE DECORATION

Center for Young Musicians wants to make every event here a special and welcoming experience. Therefore every effort will be made to allow Renter to prepare decorations reflecting their event requirements. We ask that only the staff of Center for Young Musicians rearrange

and move any furnishings, including artwork, lamps, antiques or seating. No nails, screws, staples or penetrating items should be used on our walls or floors. Any tape or gummed backing materials must be properly removed and any wall damage will be charged to the Renter. No glitter or foil (non-paper) confetti is allowed on site.

CONDUCT

There is absolutely no drug use, alcohol use, or smoking of any kind tolerated on premises or within 25 feet of the building including loitering or congregating outside on the sidewalk at any time during the event. Disparaging remarks or any type of physical violence will not be tolerated and will be cause for immediate expulsion. Renter and guests shall use the premises in a considerate manner at all times. Conduct deemed disorderly at the sole discretion of Center for Young Musicians staff shall be grounds for immediate expulsion from the premises and conclusion of the rental period. In such cases NO refund of the rental fee shall be made.

NOISE

Renter acknowledges that the premises are located near residential units and therefore agrees to control the noise level at the event such that it not disturb neighboring occupants. In the event that renter's event creates a disturbance due to high noise volume, renter shall immediately reduce the volume. If repeated disturbances are created, at Center for Young Musicians discretion, renter may be expelled from the premises or the offending noise will be ended. In the event of disturbances to the point of expulsion, no portion of the rental fee will be refunded to renter.

Note: Music must end by 9 p.m. during weeknights and 10 p.m. on weekends. Additional time can be added provided the volume is modest and it cannot be heard beyond the boundaries of the property or by immediate neighbors.

LOST AND FOUND

Center for Young Musicians takes no responsibility for personal effects and possessions left on premises during or after any event. We do, however, maintain a lost and found and will hold recovered items up to 60 days.

TRASH REMOVAL

All trash, including sorted recyclables and properly sorted compostables, must be collected, properly bagged, tied and removed by the Renter. Trash receptacles behind the premises are available to the Renter. All recyclables must be bagged and tied shut.

Primary Contact/Renter Initials:_____ **Date:**_____

Return signed agreement and payment to:

Center for Young Musicians

437 Beaver Street

Sewickley, PA 15143