



15 Franklin Street SW PO Box 667 Hutchinson, MN 55350
320-587-7278 www.hutchinsonarts.org info@hutchinsonarts.org

Partner Rental Agreement

Thank you for your interest in renting space at the Hutchinson Center for the Arts. We are thrilled to have you here. Please be aware there may be exhibits on display during your event; reconfiguration of existing exhibit must be mutually agreed upon by HCA staff and renter(s). Events can be scheduled up to 18 months in advance. Deposits are nonrefundable.

Renter will agree to the following:

Hourly rates payable for total time spent for event.

Rental Deposit of 50% total for event due at time of contract.

Custodial and Set Up Fees.

Damage Deposit. (If Applicable)

Renter must remove all trash and clean up after the event is over.

Use of alcohol must follow state and local laws.

Rates:

Hourly Rate: \$25

Set Up Rate: \$15/hr. Set up the night before or day of. Subject to Center availability. Additional \$50 fee if HCA staff is required to set up event space for more than 25 people.

Linen Fee: \$5.00/ day

Damage Deposit: if using HCA equipment (sound, light, other media): \$250

Facilities Rental Agreement (Please sign and return to HCA)

Date(s): _____ Time: _____ Set Up Date/Time: _____

Name of responsible party: _____

Type of event: _____

Address: _____ City: _____ State: _____ Zip: _____

Cell # _____ email _____

Alcohol: YES NO

Rates:

The above named persons agree to the following for renting the Hutchinson Center for the Arts:

Hourly rate: \$25 x _____ hours

Custodial fee: __n/a_____

Set up fee: \$15 x _____ hours

Linen fee: _____

Total amount of rental: _____

Deposit: _____

Date/Deposit Check #: _____

Remaining Balance: _____

Date/Final Payment Check #: _____

(Note: Rental Deposit of 50% due at time of contract; Balance due on/or before event date)

I hereby agree to the rental contract as written.

Signature _____

HCA Representative _____

Date signed: _____

Invoiced Date: _____