

Arts Council of Fayetteville/Cumberland County Arts Center Use Agreement



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The Arts Council of Fayetteville/Cumberland County supports individual creativity, cultural preservation, economic development, and lifelong learning through the Arts, and any use of the building should fit within this mission.

Please note: Agreement must be returned to an Arts Council Staff member prior to your event to ensure that we can accommodate your request and that the space is reserved in our calendar.

Section 1: User Information

Name	
Artist/Organization	
Address	
City, State, Zip	
Phone (Required)	
Email (Required)	
Website	

Section 2: Event Information

Name of Event			
Brief description			
Day(s) / Date(s)			
Setup time		Breakdown time	
<i>EVENT</i> start time		<i>EVENT</i> end time	
Total Reservation time		Anticipated attendance	
Mark the areas you will need to access to with an "X"	<input type="checkbox"/> Grand Hall <input type="checkbox"/> Board Room <input type="checkbox"/> Kitchen <input type="checkbox"/> Lower Level		
Open to the public?	Yes or No	Will you hire a caterer?	Yes or No
Ticketed or Donation Based Event? (\$1 per person up to \$100 MAX)	Yes or No	Will Alcohol be served or sold? (see: Insurance and Use of Alcohol form)	Yes or No

Section 3: Equipment Request

Items	Quantity Requested	Items	Quantity Requested
Square 36" Tables		Portable Lectern with Speakers & Mic (1 Available)	
Rectangular Tables (6ft or 8 ft.)		Portables P.A. System w/ speakers (1 Available)	
White Folding Chairs		55 Inch Flat Screen & Stand (1 Available)	
Microphone & Microphone Stand (2 available)		Easels	

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Section 4: Security Estimate (Skip to section 5 if using building during normal operating hours)

Day/Date	# of Guards	Start Time	End Time	Duration	Hourly Rate	Cost
					\$16.95	
* There will be no security fee to utilize the building during normal business operating hours. * Cleaning Fee can be waived depending on event/size/etc. (Contact Operations Team) *Please note that as per the Building Use Rules & User Responsibilities the Arts Council has two entrances. A guard must be posted at any entrance that is in use during the event. The Operations team at the Arts Council may determine whether you will require more than 1 security guard based on the type of event. * If you have any questions or concerns about security or submitting credit card information please contact the Arts Council Operations team @ 910-323-1776					Security Fee (4hr Minimum)	\$16.95/hr Per Guard
					Cleaning Fee	\$25
					Ticketing Fee	
					Est. Balance Due	

Credit Card Information

Credit card information must be provided in order to secure the reservation. The card information below can be used to process any fees or you may choose to receive an invoice and provide another form of accepted payment upon receipt. Please indicate by checking one of the below.

Bill this credit card _____ or Place this card on file and send me an invoice _____

Type of credit card MasterCard Visa Discover

Name as it appears on the card _____ Security code: _____ Billing Zip code: _____

Card Number _____ Expiration Date ____/____

I agree that I am an authorized user of the credit card information listed above. I understand that the credit card information provided will be used to process any fees associated with the reservation listed on page 1 such as the payment for a Security Guard, additional cleaning, and/or ticket/registration fee. I authorize the Arts Council of Fayetteville/Cumberland County to use the credit card information listed above for the total balance due.

Authorized User Print Name _____

Authorized User Sign Name _____ Date _____

Section 5: Liability & Signatures

This Agreement includes by reference the following documents in the form existing at the time of the signing of this Agreement.

Do you agree to abide by the rules stated in each of the referenced documents below (provided with application)? **Circle one: Yes or No**

- Building Use Rules and User Responsibilities

Furthermore, the user acknowledges that he/she has authority to enter into agreements on behalf of the organization they are requesting space for, and that he/she has received, read and fully understands the above Agreement and the documents included by reference. Signatures from both parties on this contract are required to make this reservation official and complete.

User By (print name)		Signature		Date	
Arts Council By (print name)		Signature		Date	