



Private Party Rental Policies

Liability

The Reg Lenna Center for the Arts reserves the right to assess you the client, for charges incurred from repairing damages to The Centers property or property on consignment to the center sustained by your event. The Reg Lenna Center for the Arts does not have the space available to store personnel property, equipment or supplies belonging to or rented by the client. All such items should be removed at the conclusion of the event. The Center will not assume or accept responsibility for damage to or loss of personal articles or rental equipment left in The Center prior to, during or after the event. The client agrees to be responsible for any damages to The Center by the client, guests, vendors and attendees of the event. The Center will not be held responsible for power outages, acts of god and other circumstances beyond our control.

Deposit

A deposit equal to the room rental fee is required to secure your room and date. Full payment of the function balance is due at the conclusion of your event. We accept AMEX, MasterCard, Visa, Discover, Cash, or Check. A 3% processing fee will be added to all credit card transactions.

Cancellation Policy

Deposits are non-refundable if you cancel within 30 days of the event.

Guarantees

A final guarantee number of attendees is required 72 hours prior to your function, this number may not be reduced once submitted. If no guarantee is received, planned attendance (if not exceeded) will be used for billing. If attendance falls below the guarantee, the client will be financially responsible for the number guaranteed/planned for.

Alcohol Beverage Service

As a licensee of the State, The Reg Lenna Center for the Arts strictly adheres to all laws and regulation pertaining to service and sale of alcoholic beverages. We ask your understanding and cooperation in preventing sales to minors or intoxicated persons. All alcoholic beverages are to be purchased and consumed on The Centers property. No outside beverages are permitted for sale or consumption.

The Reg Lenna Center for the Arts
116 E. 3rd St. Jamestown, New York 14701
Main 716-664-2465 FAX 716-661-3829

Decorations

Candles or open flames of any kind are strictly prohibited. Client is not permitted to affix decorations to the walls, ceilings, furniture, fixtures, furnishings, or any other property without prior approval of The Centers representative. Rice, confetti, glitter and the likes are not permitted in or around The Centers facility.

Security

The Reg Lenna Center for the Arts, at its discretion, may require security for certain events. The cost of these services will be the responsibility of the client.

Tax and Service Charge

A 20% taxable service charge on all food and beverage and 7.5% sales tax will be added.

Room Selections

Assignment of rooms is based on the number of people anticipated. If attendance or requirements vary, The Reg Lenna Center for the Arts reserves the right to reassign rooms at our discretion.

Vendor guidelines

You are more than welcome to secure outside vendors to provide services for your event. A copy of all contracts should be given to The Centers Coordinator. A certificate of insurance must be provided for each vendor contracted to work at The Center. The Center reserves the right to approve all outside vendors.

- **Deliveries and pick up:** Arrangements should be made with The Centers Coordinator as to what entrance should be used. All items should be picked up at the end of the event. The Center will not be responsible for lost, stolen or broken items if they are left.
- **Flowers and Decorations:** Flowers should be delivered at least two hours prior to your event as floral design often takes more time to set up. The Coordinator will be happy to assist your designer in planning a suitable set up time. Removal of flowers and decorations should take place immediately following the event.
- **Set-up and clean-up:** We require that florists and decorators are considerate and clean up after themselves. Additional "Clean-up" fees may be assessed if the room is left in disarray or damaged.
- **Fire Exits:** All fire exits must be kept clear before, during and after the event.
- **The Center décor and furnishings:** We request that The Centers décor and furnishings be moved only by The Centers staff. Any request for removal must be approved by the Executive Director.
- **Room availability:** Access to rooms for set-up is dependent on The Centers daily calendar. Typically two hours prior to the event the room is made available, however, this will need to be verified with the Coordinator. The Center will try to accommodate all schedule requests.

Pricing

Due to fluctuating market conditions, pricing may be subject to proportionate price increases to meet any additional costs of food and beverage. Quotes cannot be guaranteed until 30 days prior to the event.

Parking

Parking is on street and in the city garage as available. Parking is at the expense of the client and guests. The Center assumes no risk or liability with regards to parked vehicles.

Smoking

The Reg Lenna Center for the Arts is a nonsmoking facility. Smoking is permitted outside and at least 20 feet from any entrance.

The person executing this agreement as the client or the organization's representative expressly represents that he or she is over eighteen (18) years of age and is authorized to execute said agreement on behalf of themselves or the organization. Where the client or organization is a corporation, an unincorporated association, partnership or other legal entity, this agreement shall be binding on such legal entity, its successors and assigns.

Clients Name_____ RLCA Representative_____

Clients Signature_____ Todays Date_____

Event Name_____ Event Date_____

Deposit Amount \$_____ Date Deposit Received_____