

Thank you for choosing the WheatonArts Event Center for your event! Please read the following information carefully as our policies have been updated. Signature required at the time of agreement and any revisions thereafter.

- (1) 50% of the rental fee is due at signing of the agreement. No dates will be held until the agreement has been signed and the deposit has been received. The remaining amount due must be paid in full two (2) weeks before your event. An appointment will be set two (2) weeks prior to your event at the time of the agreement to satisfy your account.
- (2) Cancellation of the event will result in the following penalties:
  - More than 90 days before your event - Full refund
  - 60 to 90 days before your event - Refund of 50% of amount paid on the account at the time of cancellation
  - 60 ays before your event - No Refund
- (3) Event hours will be listed on the Rental Agreement. All events must close before Midnight (12 a.m.) and the building must be emptied by 1 am. Equipment take down and cleaning must be completed before 1 am or finished the following day. People remaining in the building past 1 a.m. will result in automatic loss of damage deposit and may result in additional security costs.
- (4) Fire Department regulations limit the maximum capacity of the building to 450 people (including all guests, musicians, servers and children). No more than 450 people will be permitted. The event may be closed at the expense of the client if the number of people exceeds the building capacity.
- (5) WheatonArts requires every event with more than 200 guests be staffed with six (6) or more SORA certified, licensed security personnel hired by the client and approved by WheatonArts. Security guards must be on duty for all hours of the event and remain until building is empty after the event. Security for the event must be approved no later than two (2) weeks prior to the event.
- (6) All arrangements for food and beverage service must be approved by WheatonArts no later than two weeks prior to the event. Anyone who supplies food or alcoholic beverages must provide licensing information and/or a certificate of insurance with WheatonArts listed as an additional insured.
- (7) All rentals require event insurance. The policy must include general liability, liquor liability and comprehensive coverage and should cover both the event day and set up/break down time. Client should contact his/her insurance agent and ask for a certificate of insurance naming WheatonArts as additional named insured. The certificate should be sent to WheatonArts by the issuing insurance agent. Please see the attached document for more information. Proof of insurance is required no later than two (2) weeks prior to the event day.
- (8) The building will be presented to the client in clean condition. The client is responsible for leaving it in the same state. A security/damage fee of \$600.00 per event day will be required. It will be refunded if, after inspection, the building and surrounding areas (parking lots included) is cleaned and undamaged. Any damage will result in complete or partial loss of deposit. Any additional clean-up required by WheatonArts staff as a result of your event can result in complete or partial loss of your deposit.
- (9) Signs, decorations, and related materials may not be tacked, taped, stapled, or nailed inside or outside the building. Decorations (lightweight only) may be hung from the ceiling using the hooks provided. Client MAY NOT hang anything directly from drop ceiling track or tiles. If you have questions about your decorations, please contact WheatonArts for approval. WheatonArts maintains the right to remove or take down any decoration that does not meet these requirements.

- (10) Any property not owned by WheatonArts MUST BE REMOVED during your break down time. Any items left by the client past the break down following your event will be assumed unwanted and will be disposed of. This includes outside rental furniture and decorations.
- (11) All tables, chairs, pipe and drape, and pieces of stage are ADDITIONAL RENTALS and must be rented by the time your remaining balance is due. If the client can provide a layout of the room no later than two (2) weeks prior to your event date, WheatonArts will set the stage and any product rented from us. If a layout is not provided, the client is responsible for all set up and break down. All WheatonArts chairs and tables should be wiped down and stacked against the back wall in an orderly fashion. Any pieces of stage should be cleaned and put away in the designated area. Client is responsible for set up and breakdown of all outside rental equipment. WheatonArts limits all rentals to a maximum of 450 chairs and 55 tables per event.
- (12) No large metal frames for sound systems and lights will be permitted anywhere inside the building EXCEPT in the area allotted. No structure can be higher than 7 ft. All wires in traffic areas must be properly taped down. No more than one (1) light structure will be permitted. No smoke, fog generators or pyrotechnics. WheatonArts maintains the right to refuse any equipment that does not meet these requirements at the cost of the client. The client is responsible for ensuring the entertainment is aware of our policies. If you or your entertainment has questions about these policies, please contact WheatonArts prior to your event to avoid any issues.
- (13) Sound checks will not be permitted at a loud volume until after WheatonArts has closed to the public at 5 p.m.
- (14) NO ADDITIONAL ELECTRIC WILL BE PERMITTED. If our electric fails due to unforeseen circumstances, your event will be closed. WheatonArts will review on a case by case basis to determine if a refund will be provided.
- (15) All fire exits must be properly cleared with a 6 ft. wide path.
- (16) No stage platforms higher than 2 ft. will be permitted.
- (17) No open flames or cooking appliances of any kind are permitted within the Event Center. Electric or alcohol warmers are acceptable. Battery operated candles only.
- (18) No pet animals are permitted in the Event Center or on the grounds. Assistance dogs are welcome.
- (19) No smoking is permitted inside the Event Center or in any other WheatonArts building.

<b>By signing this agreement, the client agrees to adhere to all rules and regulations therein. Violations of these policies may result in the closing of the event at the cost of the client.</b>			
Renter Signature	Date	WheatonArts Signature	Date

Please contact WheatonArts at 856.825.6800 x 104 or by email at lwymbbs@wheatonarts.org any time for questions about our policies. Appointments must be made for further payments and contract revisions during available business hours. Thank you again for choosing WheatonArts as your event destination, and we look forward to working with you to help make your event successful and fun in a clean and safe environment.