

**Fine Arts Center Rental Agreement**

Renter Name: \_\_\_\_\_ Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone (day): \_\_\_\_\_ Phone (cell): \_\_\_\_\_

Email: \_\_\_\_\_

Rental Space: \_\_\_\_\_

Hours of Use: \_\_\_\_\_

Rental Fee: \_\_\_\_\_

Less Deposit: \$100

Custodial Fee: \$50

Custodial Fee: \$50

Tables/Chair Fee: \$50

After Hours Staff Fee: \$20/hour

Lighting/Sound Equipment Fee: \$250/day  
(Wood Auditorium only)

Additional Fees: \_\_\_\_\_

Technical Support Staff: \$50/hour

(4 hour minimum; to be paid directly to staff on rental date)

Nonprofit Discount: \_\_\_\_\_

Grand Total: \_\_\_\_\_

Please sign below to acknowledge that have read and agree to follow the Fine Arts Center of Kershaw County Rental Policies. This form must be completed 10 business days prior to rental date.

Renter: \_\_\_\_\_ Date: \_\_\_\_\_

## Fine Arts Center Rental Deposit Agreement

Thank you for your interest in the Fine Arts Center of Kershaw County. This form must be submitted to the Fine Arts Center Facility Manager with deposit in order to reserve your rental dates.

Renter Name: \_\_\_\_\_ Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone (day): \_\_\_\_\_ Phone (cell): \_\_\_\_\_

Email: \_\_\_\_\_

Rental Space: \_\_\_\_\_

Hours of Use: \_\_\_\_\_

Are you a part of a Nonprofit or Arts Organization? \_\_\_\_\_

Is this a ticketed event? \_\_\_\_\_

Does your event require Lighting or Audio assistance? \_\_\_\_\_

What is the nature of your event? \_\_\_\_\_

\_\_\_\_\_

**Deposit: \$100**

**Date Paid:** \_\_\_\_\_

Please sign below to acknowledge that you have received and agree to follow the Fine Arts Center of Kershaw County Rental Policies. You must return completed Fine Arts Center Rental Agreement form with payment 10 business days prior to your event. Failure to do so may result in the cancellation of your event and forfeiture of your deposit.

Renter: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_