



**Date: May 13, 2023 Time: TBD 6-7 hours total**

**VENUE RENTAL AGREEMENT**

Date: **May 13, 2023**

Event: Prom – CDA Charter Academy

Renter Contact: Heather Solsvik

hsolsvik@cdacharter.org

Gayla Fleming

gfleming@cdacharter.org

Phone: 208-676-1667

**Rooms in this Contract: Celebration Hall, Fireside Room**

**Using the JACC’s Sound System? Y / N**

**Using the JACC’s kitchen? Y / N**

**FEES, DEPOSIT AND FINANCES**

We accept cash, check and credit/debit cards. We process credit card payments through SQUARE and there will be a 3 % service fee added to all payments made by credit card.

<b>RENTAL FEE</b>	<b>\$ 1800.00</b>
<b>Deposit: Paid ck#021701 12/15/22</b>	<b>600.00</b>
<b>Balance due 30 days prior to your event ( 4/15/23) ,</b>	<b>\$ 1200.00</b>

**SECURITY (Damage/negligence) DEPOSIT** **\$ Waived**

A refundable Security Deposit of is required along with your final payment. It will be returned after 14 days if there are no damages or infractions. Violating JACC building policies will automatically forfeit the security deposit.

## YOUR RENTAL

The JACC is Post Falls' oldest building, built in the late 1800's. People have been getting gathering here for over 100 years. It has beauty, charm and "character". We cannot guarantee that everything will look brand new for your day but it will be clean and in good condition. We are a DIY Venue, our staff is here to make sure things run smoothly on our end, we are not a full service venue, caterer or wedding coordinator. You will need to make your own arrangements in those areas. (We will provide a preferred vendor list, but the choice is yours)

### Included in your rental are:

- Use of our chairs (200 – black)
- Use of our tables (**13 Round tables:** 60" / 5' diameter & **14 rectangle tables** - 30" x 72" (6 feet)
- Set up of Celebration Hall to your specifications if using our equipment/chairs.
- (All outside rentals are the responsibility of the client to unpack and set up)
- An on-site JACC staff member during your rental period to oversee the safety and hassle-free use of the facility **\*\*Staff will not open the building any earlier than stated in this agreement.**
- Deep cleaning of facility after event.
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### Not included in your rental:

- Linens, dishes or serving ware
- Catering or food
- Labor for lifting, carrying or set up of your equipment/supplies
- Storage of items prior to your event

### **JACC BUILDING POLICIES – Please initial each one.**

- \_\_\_\_\_ All decorating and clean up must occur during your rental period.
- \_\_\_\_\_ NO SMOKING in the facility, on patio, or front porch – any infractions will forfeit your security deposit.
- \_\_\_\_\_ NO open flames or candles in building – NO sparklers.
- \_\_\_\_\_ NO glitter, confetti, tape, staples or glue on walls or floor.
- \_\_\_\_\_ All minors must have adult supervision at all times – no running or horseplay in building.
- \_\_\_\_\_ Elevator is solely for the use of those who need it. No playing in the elevator.
- \_\_\_\_\_ Sound system is to be used by staff only, we will help you with any audio needs
- \_\_\_\_\_ Trash must be taken to bin outside (parking lot).

- \_\_\_\_\_ All items brought into the facility for your event must be removed prior to leaving.
- \_\_\_\_\_ Facility should be left in a reasonable condition. (No damage, stains or excessive messes)

## JACC “SPACES”

- **Celebration Hall:** Is our main room and the former “sanctuary”. It seats 160 people chapel/concert style and 132 seated at tables. It has a sound system that is accessible via Bluetooth or Aux cable. One mic is included.
- **Heritage Hall:** This is an area located off of our main hall. It can be used for a dance floor, seating, or a place for the gift and cake tables. (Seating above will be less if using for dance floor)
- **Fireside Room:** This is similar to a lobby, it is also an art gallery and will have art hung on the walls (art cannot be removed for your event) Quite often the food and beverage area is set up in this room. Guests can walk down the ramp to fill their plates
- **Patio:** If the weather permits, the patio is a great overflow area and a place for guests to gather.
- **Bridal Suite:** We have a lovely place for the bride and attendants to get ready, complete with a sink and bathroom. (This area is also used for a “green room”)
- **Upstairs Gallery:** This spacious gallery is a lovely place to gather. There is a bathroom in this space.
- **Kitchen:** The JACC has a large kitchen that is available for food prep. Half of our commercial refrigerator will be made available to you for your event. \*\*(The JACC keeps inventory on the right side of the fridge. It will be labeled and is NOT to be taken or used by you or your guests – we will charge for missing inventory)
- **Bathrooms:** There are plenty of bathrooms at the JACC, on all 3 floors. We will keep them stocked with the necessary items to make your guests comfortable.

## VENDORS

- You may use your choice of vendors for your event. (Caterers, DJ, Florist, rentals etc.)
- The JACC will allow access for deliveries during your rental period unless previously arranged.
- All decorating and food prep must be done during rental time.
- Vendors must abide by the above policies and procedures.

## LOST OR STOLEN ITEMS

- There are no secure storage areas at the JACC.
- Personal items are to be removed from the premises after your event.
- The JACC is not responsible for lost or stolen items.

**CANCELLATION**

All cancellations must be in writing. (Email or U.S. Mail) Deposits are NOT refundable for cancellations.

**INDEMNIFICATION**

Lessee shall make whole and hold harmless the Jacklin Arts & Cultural Center and its officers, staff and agents from and against all claims, demands, damages and the like arising from a negligent act or failure to act on the part of the Lessee or Lessee's guests and invitees.

**FORCE MAJEURE:**

In the event the JACC is unable to perform or is delayed in performance of any part of this contract, due directly or indirectly to any events outside the control of the JACC, such as Acts of God, government orders, fire, pandemics and war. The JACC shall not be responsible for non-performance or delay, and may, at the JACC's option, perform or cancel this contract or any portion thereof. Policies are subject to change at any time without any notice.

**By signing this contract, the Client agrees to all responsibilities, policies, and terms of use.**

Client Signature: Angela Durick Date: 4/6/23

Mailing Address: CDA CHARTER ACADEMY  
1904 N DUNCAN DRIVE  
COEUR D'ALENE, ID 83815

JACC representative: **Darla Dreyer - Director**

Date: April 6, 2023