



**Lander Art Center Classroom Rental Agreement**  
**258 Main St**  
**Lander WY, 82520**

Welcome to the Lander Art Center!

Thank you for your interest in renting out our classroom space. The following document outlines our rental costs, capacity, amenities, cleaning policies, etc. Please read this agreement completely and return it to LAC signed and dated.

Once we have received your contract we will be able to confirm your rental reservation.

**Venue Cost:** Your classroom reservation includes access to LAC bathrooms which are located in the hallway leading to our education classroom. The classroom is reserved at a flat rate of \$100. Reservation of the LAC classroom includes 3 hours of use. If you would like to use the classroom for more than 3 hours, a \$25 fee will apply to each subsequent hour. *Your rental time cannot exceed 11pm.*

**Capacity:** Our classroom is 247 square feet and has a capacity of 20 people standing room only. Expect lower capacity with the use of equipment. Feel free to evaluate the classroom space ahead of your booking.

**Food/Drink:** The Lander Art Center allows both food and drinks in the classroom. LAC will not coordinate food and beverage services and will not provide dishwares for food service (this includes glasses, plates, utensils, etc.). LAC does not hold a license to distribute liquor. Please plan accordingly if you'll be serving alcohol.

**Cleaning Policy:** We require that the renting party be responsible for the entirety of their set-up and clean-up process. LAC does not have the staffing capacity to aid in these processes. We ask that you leave the classroom cleaner than you found it.

**Liability:** *If your event is held during an art show, we will not take down the exhibition.* We inventory all classroom resources, artwork, furniture, fixtures, glassware, decorations, liquor/wine bottles, and business property items at LAC. We manually inventory everything at LAC after each reservation group has used the space. The party renting LAC's classroom is responsible for buying ANY damaged art. Communication with the affected artist is the responsibility of the renting party. The renting party is additionally responsible for replacing any other damaged, lost, or stolen property. By signing this document you are agreeing that you and your party will pay for any items that are damaged, lost, or stolen from the LAC classroom.

**Cancellations:** Rental cancellations will be reimbursed in their entirety if the cancellation happens at least 7 days prior to the reservation date. Cancellations less than 7 days prior to the event are not eligible for a refund; you will be billed the full rental space fee of \$100.



**Decorating:** *We do not own LAC's building.* Therefore, approval of decorations is at the discretion of LAC staff and board. Please let us know if you plan on bringing decorations so we can assess the appropriateness of decoration plans.

**COVID-19:** By signing this document, you agree to accept and understand the risk of having a social gathering in the LAC classroom during the COVID-19 pandemic.

**Required Deposit:** We require a 50% deposit at the time of booking. Please either attach cash or check to this document and turn it into the Lander Art Center front desk at 258 Main Street, Lander

OR

Fill in your card details below and we will process your deposit electronically.

**Rental Date/Start Time:** \_\_\_\_\_

**Reason for Rental:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

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

**Print Full Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

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

*If putting down a 50% deposit via credit card-*

**Credit Card Number:**

**Expiration Date:**

**CVV#:**