

SPACE USE AGREEMENT 2021

The Buttonwood Tree Performing Arts Center (TBT)
and

Name of RENTER: _____

Address: _____

Phone: _____ Email: _____

- TBT agrees to lease the bookstore and performance space of The Buttonwood Tree, 605 Main Street, Middletown, CT, to above RENTER for the following use _____
- The space includes the use of a Steinway piano, tables and chairs.
- RENTER will use space on:(date) _____ From (time): _____ To: _____
- RENTER agrees to leave space clean, with garbage picked up off the floor, trash (containing food) removed. *A \$50. deposit for cleaning may be required.*
- RENTER agrees to use the space with care, and is liable for the damage to property, contents and/or TBT's interior building space occurred during the renter's time. If an insurance claim is to be made, renter agrees to cover the cost of the deductible, \$500, plus \$100 for an administrative fee and any lawyers' fees incurred.
- RENTER may be responsible to have a responsible person to serve as a "doorman" to collect fees from guests or to watch that outsiders do not enter who are not participating.
- Rental fee for the space is \$50.00 per hour. For nonprofit organizations the rental rate is \$40.00 per hour. A 25-30% non-refundable deposit is required. Balance is due in full by date of rental.
- Cancellations made within one week of event date are subject to forfeiture of deposit.
- Minimum fees: \$300/Fri. & \$400/Sat. after 5pm, \$200/Sun.-Thurs. after 5pm, \$100/before 5pm.
- **NOTE: Due to Covid-19, terms are specific to each renter. CDC rules for safety apply. Please contact us directly at TheButtonwoodTree@gmail.com for more information and payment terms.**

• **OPTIONS:**

Advertising

TBT can promote the renter's event on our website and paper calendar (for one month leading up to the event) for an additional charge of \$25.00.

Equipment

A PA sound system (with microphones etc.) is available for an additional fee of \$75.00. A responsible person must be available for training in usage.

RENTER Signature: _____

Printed name of RENTER: _____

TBT representative signature: _____

Printed name of TBT rep: _____

TBT use only: Total rental fee \$ _____ Deposit/date paid: _____ Balance due: _____