



The Historic Lake Mansion & Garden Pavilion

250 Court St. at Arlington Ave. in Reno, Nevada

Event Facility Rental Application and Contract

WELCOME to "Reno's First Address". The Lake Mansion, adjacent enclosed Garden Pavilion and Courtyard are owned and operated by Arts for All Nevada. Your rental will assist in the non-profit's goal to provide ARTS for ALL and to maintain the mansion.

EVENT NAME _____ DATE OF USE _____

Number of Guests _____ Will children be present? _____

Company/Organization Name (if applicable) _____

Primary Contact Person: _____ E-mail _____

Phones: Day _____ Cell _____

Address _____ City _____ State _____ Zip _____

Secondary Contact Person: _____ Email: _____

Phones: Day _____ Cell _____

Address: _____ City _____ State _____ Zip _____

Space(s) requested: Mansion Main Floor & Porches _____ Garden Pavilion & Courtyard _____ Both areas _____
 Available Sunday – Thursday 9 AM – 10 PM, Friday – Saturday 8 AM – Midnight. *No exterior amplified sound after 10 PM, please!*

Number of hours for facility use _____ (Hours must include set-up and clean-up time)

Arrival Time _____ Departure Time _____ Event Start Time _____ Event End Time _____

STAFF WILL ASSIST YOU IN COMPLETING THIS SECTION				
	Main Floor of Lake Mansion & Porches	Garden Pavilion & Courtyard	Both Mansion & Garden Pavilion	\$ Amount
Event time	\$200 per hour	\$125 per hour	\$300 per hour	
Set-up time <i>(Must be determined 10 days prior to your event)</i>	\$100 per hour	\$100 per hour	\$100 per hour	
Lake Mansion Tables & Chairs set up and break down by Lake Mansion Staff	\$100 flat fee	Please Inquire	\$150 flat fee	
MINUS 20% for 501c3 non-profits	<i>Minus 20%</i>			
	TOTAL			
Credit card or check will be on file for security/cleaning (and/or damage)				

Remember, you can self-cater providing your own food and beverage or hire your own caterer providing flexibility and savings.

Please list any outside VENDORS here including contact information and approximate arrival time:

Renter is responsible for Set-Up and Take Down of the following items, unless other arrangements have been made. AFAN staff will move Lake Mansion/Garden Pavilion furniture items as requested in advance.

****All tables and chairs need to be checked thoroughly by the renter to determine if they are locked in place to prevent possible collapse. Linens not included****

Item	# available	# requested
White Padded Event Chairs	60	
Beige Conference Chairs	40	
Tables: Rectangular plastic - 2 ½ ft x 6 ft	8	
Tables: Rectangular laminate finish - 1 ½ ft x 6 ft	6	
Tables: Round Wood - 4 ft seats 6	4	
Tables: Round Wood - 5 ft seats 8	4	

Please Initial Below:

_____ I understand that my \$200 refundable deposit is to be paid when my rental is confirmed, unless other arrangements have been made. Failure to pay this amount, or failure of the payment to be honored by my Bank, may result in **cancellation** of my Event Reservation. Deposit will be returned within 30 days of the event date if the rental space and furniture is returned in its original condition.

Rental fees are subject to change and venue booked by other parties until deposit is paid.

_____ I understand that original condition includes **NO** holes in the walls, paint chipped from walls, tape left on the walls or ceiling, tables and chairs in clean, working condition, **NO** damage to the exterior of the building including windows and doors, finally, floors are to be cleaned of crumbs, confetti, or any other material of this nature.

_____ I understand that my full Rental Fee of \$_____ is to be paid 30 days before rental date, unless other arrangements have been made. Failure to pay this amount, or failure of the payment to be honored by my Bank, may result in **cancellation** of my Event Reservation.

_____ As a Renter of the Lake Mansion / Garden Pavilion and/or grounds on (date) _____, I/we assume responsibility for any injury to the Event Planners, Guests or Vendors that may occur before (Set-Up), during or after (Clean-Up) the Event. I/we are responsible for any damage to the building, equipment or grounds that may occur before (Set-Up), during or after (Clean-Up) the Event. *AFAN/Lake Mansion Insurance does not provide coverage for you, your Guests or Vendors.*

_____ I have received a copy of the *Lake Mansion Facility Use Rules*, understand them, and Agree to abide by, and also insure that my Guests and Vendors abide by them during my Event. *(Additional copies of these rules are available online).*

_____ I understand that if I **exceed the number of hours paid**, for any reason whatsoever, I will be charged an additional fee of **\$200** an hour that I will pay at the time of the rental or that amount will be taken out of my Security / Cleaning hold. Over-time is rounded to the quarter hour and charged accordingly.

_____ I agree to take responsibility for any and all additional items (chairs, tables, easels, etc.) used during my Event. If any Lake Mansion items are lost, damaged or destroyed, I agree to pay for their replacement at full replacement value. Such value to be determined at time of replacement. *I further understand that any deposit owed to me will be withheld pending determination of replacement costs.*

_____ I agree to hold Lake Mansion / AFAN harmless for any damage or loss to Third-Party Rental equipment/items or my belongings or my Guests' belongings before, during, or after the Event.

_____ If you plan to have over 100 Guests, Insurance **may** be required for your Event. You may provide a Certificate of Liability Insurance naming AFAN / Lake Mansion as an additional Insured Party through your own Insurance Carrier. Persons hosting Family Social Events, Weddings, etc. may often obtain a 24-Hour Liability Policy through their Homeowner's Insurance. *If insurance is required for an Event, the Certificate or Fee to purchase this coverage is due at least 30 days prior to your event.*

_____ In the event that I cancel my Event, I understand that a percentage of my Rental Fee is forfeited, as noted below.

REFUNDS WILL BE MADE PER THE SCHEDULE BELOW.

Once the Deposit and/or Rental Fee is paid:

Cancellations made 90 days or more in advance will result in a \$50 administration fee deducted from refund.

Cancellations made 89 days - 60 days prior to the event will result in a 50% forfeiture of rental total.

Cancellations made 59 days - 30 days prior to the event will result in a 75% forfeiture of rental total.

Cancellations made less than 30 days prior to the event will result in no refund.

_____ Payment(s) will be made by credit card.

_____ Payment(s) will be made by cash or check, payable to Arts for All Nevada / Lake Mansion.

Printed Name of Responsible Party _____

Signature of Responsible Party _____ Date _____

-----FOR LAKE MANSION USE ONLY-----

Date of facility tour _____ by _____

Total Rental Fee: _____ Date Due: _____ Total Deposit Fee: _____

Date Deposit Fees Rec'd: _____ Rec'd by: _____ Date Remainder Rec'd: _____

Date Insurance Certificate received if applicable: _____ Received by: _____

Facility Rules (Applies to the Lake Mansion, Garden Pavilion, Classroom and grounds):

- Alcohol: Renter assumes all responsibility for alcohol consumption, including limiting servings and complying with Nevada State laws' minimum legal drinking age. Mansion personnel have the authority to contact the police if the law is violated.
- Animals: Service Animals are welcome; all other animals are NOT permitted on the premises.
- Antiques & Artwork: Artwork, Furniture and Antiques should not be moved without prior Approval. Those wishing to have the Art Exhibits or selected pieces of Furniture removed for their Event will need to make arrangements with AFAN Staff in advance (at an additional charge). Please be advised that certain display equipment and some furnishings cannot be moved.
- Candles & Open Flame: Open flame is not allowed in the Lake Mansion and candles of any kind are allowed only upon written approval.
- Confetti, Birdseed and other "tosses": No birdseed, rice, confetti, or glitter is allowed in the Lake Mansion or on the grounds. Rose petals are allowed, but must be cleaned up after the Event.
- Decoration: Under no circumstances can anything be attached to the walls, ceiling, or floors that causes a hole, this includes nails, pushpins, or tacks. Only tape and non-damaging hanging tools, such as Command strips, can be used and all must be removed prior to returning the key.
- Elevator: Elevator is only to be used if the Classroom and First Floor are rented and is needed by an individual with a disability.
- Furniture: Glasses, cans or bottles should not be placed on any wood furniture without a protective covering.
- Holiday Closures: The Lake Mansion will not normally be available for Private Events on the following days: Thanksgiving Day, Christmas Eve, Christmas Day, and New Year's Eve. Special arrangements may be made and may require additional cost.
- Injury: User is responsible for any and all injury occurring during contracted time.
- Insurance: In addition to the fees, Facility Users (you) may need to furnish the Lake Mansion/AFAN Staff with Proof of Insurance and assume all liability in conjunction with the Special Event, Fund-raiser, or Meeting. A Certificate of Insurance with the Lake Mansion and Arts for All Nevada named as Additional Insured on your event date may be required 30 days prior. Please contact us if you have questions on this requirement.
- Kitchen & Appliances: Included with the rental of the Lake Mansion main building: A large refrigerator (no freezer), 2 warming drawers and a convection oven. Included with the rental of the Garden Pavilion: A refrigerator with a freezer. Any food, drink, or disposable serving equipment left after your Event will be discarded.
- Minors: Children must be under Adult supervision at ALL times.
- Music: Audio and Audio-Visual Equipment may be used for your Event. The volume MAY NOT extend beyond the boundaries of the Lake Mansion. Notify AFAN Staff of electricity requirements of equipment before installation. This rule applies to equipment by live performers, DJ services and personal equipment. A single-disc CD player connected to speakers throughout the Main Floor of the Lake Mansion is available.
- Rental Items: Third-party Rentals (tents, tables, chairs, linens, etc.) are the sole responsibility of the Renter including any damage to Lake Mansion property or individuals property.
- Set-Up / Clean-Up: User is responsible for Set-Up and Clean-Up, including returning items (*tables, chairs*) to their original location. Collection and removal of all trash on the Lake Mansion grounds should be disposed of properly in the trash can(s) and recycle bin(s) provided. Please do not trash aluminum cans and plastic/glass bottles. *We have a Recycle Bin.*
- Smoking: The Lake Mansion is a SMOKE FREE facility. **NO SMOKING** is allowed in the Lake Mansion, Courtyard, Porches, Garden Pavilion or grounds.



Arts For All Nevada / Lake Mansion is a non-profit 501(c)(3) organization

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E-mail: rentals@artsforallnevada.org Find more at: www.artsforallnevada.org

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