**CLASSROOM RENTAL CONTRACT**

**Room rentals are not secured until contracts are signed and sent back to us.**

Between Moray Art Centre and……………………………………………………………………….

Email address (this is where your invoice will be sent)

……………………………………………………………………………………………………………………..

Classroom(s) to be rented……………………………………………………………………………….

Reason for rental (social event, meeting, etc)....................................................

Date(s) of rental………………………………………………………………………………………………

Time of Rental…………………………………………………………………………………………………

**\*PLEASE NOTE: Room rentals are for social/meetings only - creative workshops/ticketed events must be discussed and organised with our Artist Convenor.**

Rental charges for:

Classroom A - £12 per hour (25 people max/5 or 6 if using easels)

Classroom B - £12 per hour (25 people max/5 or 6 if using easels)

Classrooms A&B - £24 per hour (50 people max)

Classroom C - £20 per hour (25 people max) - Can only use easels if not being used for workshops in classrooms A&B

**ALL RENTAL TIMES MUST INCLUDE TIMES FOR SETTING UP AND PACKING AWAY/THE TIME YOU NEED INTO THE BUILDING AND THE TIME YOU WILL LEAVE THE BUILDING.**

**The basic rental charge entitles the renter to sole occupancy of the room and the use of chairs, tables, kettle, fridge, sink, toilets and easels. The renter will be expected to set up and dismantle the equipment used, and tidy up mess made/cups used, etc.**

**Rooms are to be left in the state they were provided - nothing to be pinned/stuck/cellotaped to the wall without prior permission of MAC. An excess cleaning and remediation charge will be levied if rooms are not returned in the state they were presented at the start rental date/time.**

Moray Art Centre will, on request, provide additional services on a chargeable basis. Please tick services required.

**All glasses, plates, cups, etc must be cleaned and put away after use.**

Refreshments On request □

Glasses £5 □

Plates £5 □

Use of projector £5.00 □

Use of art materials On request □

Publicising event on digital media £25 one-off charge  **□**

Collecting payments from attendees online and in MAC £25 per head charge □

For other services please enquire.

Total charge for rental £……………..

Payment terms:

* Invoices will be sent to your booking email address.
* These can be paid in cash at MAC or through bank transfer.

**Additional Information:**

* **It is the responsibility of the renter to move any tables/chairs/easels that are needed, and to place them back after the room rental.**
* **Please leave our centre in a clean and tidy condition as charges may occur if rooms/communal areas aren’t left in an adequate state.**
* **There is NO entry to our main gallery space while the centre is closed/unmanned at reception.**
* **PLEASE FAMILIARISE YOURSELF -Fire Exits are located at the sink area, in Classroom C and through the main gallery.**
* **The muster point is on the grass in front of the building.**
* **First Aid kits can be found in Classroom A&B and under the reception desk**

Questions: email admin@morayartcentre.org of phone 01309 692426

SIGNED AND DATED BY RENTER………………………………………………………………………………………………….