



ARCHITECTURE CENTER HOUSTON  
a collaboration of AIA Houston and the Houston Architecture Foundation

### Event Rental Contract

Organization (renter): \_\_\_\_\_  
AIA Member or Affiliation: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

*The ArCH is an exhibition space and functioning office. The capacity, wall, and floor space are subject to change due to installed exhibitions, events, or daily office activity.*

Rental Space :  ArCH Gallery/Classroom/Balcony  Board Room/Balcony  
Event Title: \_\_\_\_\_  
Event Date: \_\_\_\_\_  
Event Time: \_\_\_\_\_  
Arrival/Set up begins: \_\_\_\_\_ Clean Up Complete/Departure: \_\_\_\_\_  
Will your event be announced by private guest list or public invitation? \_\_\_\_\_

#### Event Details:

- 1. Educational Event or Private Party? \_\_\_\_\_
- 2. Will Alcohol be served? \_\_\_\_\_
- 3. Number of attendees? \_\_\_\_\_
- 4. Music or other entertainment? \_\_\_\_\_
- 5. Event Description: \_\_\_\_\_

#### Requested Equipment:

- 18" x 72" tables (11)  chairs (50)  stools (6)  Projector (1)  microphones (2)  laptop (1)
- Flatscreen TV w/ DVD player (gallery space only, built in)

Caterers must come from our pre-approved list. If you wish to use a caterer not on our list, please contact Karen Schulte (karen@aiahouston.org) to submit your caterer for approval.

Caterer: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Valet: \_\_\_\_\_  
Contact: \_\_\_\_\_

#### Rental Fees:

50% deposit is due upon signing of this contract. This deposit is refundable up to 7 days before the scheduled rental. The balance of the rental fee is due 7 days prior to the rental. Changes and cancellations to your rental agreement 7 days prior to your rental may result in partial to full forfeiture of the fees. Cancellations must be received in writing to be considered valid.

An additional \$500.00 cleaning and damage deposit is also required at the signing of this contract. This may be submitted as a credit card authorization or check to be held until after the event is over and space is returned to satisfactory condition and vacated by your organization. All rentals must be approved and signed by the Executive Director .





**Conditions of Contract:**

1. 50% deposit of rental fees is due upon signing of this contract. This deposit is refundable up to 7 days before the scheduled rental. The balance of the rental fee is due 7 days prior to the rental. Changes and cancellations to your rental agreement made after 7 days prior to your rental may result in partial to full forfeiture of the fees. Cancellations or changes must be made in writing.
2. An additional \$500.00 cleaning and damage deposit is also required at the signing of this contract. This may be submitted as a credit card authorization or check to be held until after the event is over and space is returned to satisfactory condition and vacated by your organization. Renter is responsible for items damaged, broken and/or removed from the facility and understands they will held accountable for the full cost to repair or replace those items.
3. In conjunction with the execution of this agreement, the renter must submit both of the following documents:
  - a. The "Hold Harmless" agreement signed by the renter.
  - b. A "Certificate of Insurance" issued by the renter's insurance company, which confirms coverage of at least \$1 million for the date of the rental and list AIA Houston as the additional insured.
4. Renter must provide a complete and detailed description of the event. Any deviations from this description may be grounds for forfeiture of the renter's \$500.00 damage deposit.
5. The ArCH's responsibility is limited to opening the space, having a staff representative on site or available by phone during the event and performing reasonable set up and breakdown assistance. Unless requested and approved, no other accommodations will be made by the staff of the ArCH.
6. The renter is responsible for set up and clean up of their event within the times listed in this agreement.
7. The renter is responsible for the conduct of all persons in attendance at the event.
8. The ArCH space must be returned to the condition and order it was left in immediately prior to your rental.
9. All garbage and recycling will be removed from the space by the renter or their catering company. Garbage may be placed in the building dumpster on the loading dock.
10. Absolutely no glitter or confetti may be used in the ArCH space or the building grounds. This includes, but is not limited to costumes, decorations, and party favors.
11. No open flames are allowed in the space.
12. No public nudity is allowed inside the ArCH or on the building premises. This includes, but is not limited to performances and painted models.
13. Food and beverage stains to the carpet must be completely removed. ArCH will hire professional cleaners if necessary, and this will be deducted from the cleaning and damage deposit.
14. All deliveries must be made through the loading dock located on Bagby Street.
15. Guests of your event should use nearby public garages, or you can arrange for valet service in the building's front drive. The valet company must be preapproved by the ArCH.
16. The ArCH assumes no responsibility for property brought into the facilities. All property belonging to the renter and guests must be off the premises at the conclusion of the event.
17. A licensed TABC bartender must serve alcohol.
18. Rental of the ArCH does not imply an endorsement of your organization or event by the ArCH or AIA Houston. Any public announcements, advertisements, or invitations should not imply an endorsement and must be approved by the Executive Director of AIA Houston.
19. Admission fees shall not be charged by the renter unless approved by the Executive Director.
20. Restrooms are located on the second floor of the Bayou Place II building. Rental fees include access to these restrooms. The restrooms are public and shared with the other tenants. All rules and conditions of this contract are extended to these restrooms.
21. Exhibitions are not to be altered or removed for an event without the approval of the Executive Director and assistance of the ArCH staff.

It is understood that violation of any of the above conditions will void this rental agreement and possibly result in partial or full forfeiture of any associated fees and deposits made by the renter. The parties

**RENTER**

\_\_\_\_\_ Date \_\_\_\_\_

Name (print) \_\_\_\_\_

Title \_\_\_\_\_

Organization \_\_\_\_\_

**AIA Houston**

\_\_\_\_\_ Date \_\_\_\_\_

Barrie Scardino

Executive Director

AIA Houston





## **“Hold Harmless” Agreement**

(Organization or Client):

hereby assumes entire responsibility and liability for any and all damage or injury of any kind or nature to persons, whether employees or otherwise, and to property, real or personal including adjoining property caused by or resulting from the use by the lessee of the Center for Architecture facilities and agrees to indemnify, defend, and hold harmless the Center for Architecture, its agents and/or its employees from and against any and all claims, suits, actions, liability, loss, expense, damage, or injury to persons or to property caused directly or indirectly by the above named lessee, its agents, members or employees, its property or equipment, or any and all persons acting in the lessee’s behalf or under their supervision or control, whether direct or indirect.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name (print) \_\_\_\_\_

Title \_\_\_\_\_

Organization \_\_\_\_\_

**Note:**

In conjunction with the execution of this “Hold Harmless” Agreement, the renter must submit both of the following documents:

1. A signed “Event Rental Contract”
2. A “Certificate of Insurance” issued by the Client’s insurance company which confirms coverage of at least \$1 million for the date of the rental and lists AIA Houston as the additional insured.

