



Room Rental Agreement

Please indicate the room you are interest in renting and the total number of hours, which includes set-up and clean-up.

Building Rental hours: 8:00 AM – Midnight

	Rate	UVAA member rate
Up to 4 hours	\$115	\$ 92
4 - 6 hours	\$135	\$108
6 – 10 hours	\$150	\$120
Full day (see above)	\$200	\$160

Flat fee of \$50 for use of kitchen

Space(s) renting:

Gallery II
Studio East
Clay Studio
Clay Classroom
Kitchen

TOTAL USE FEE \$ _____

Deposit – Credit card pre-authorization taken and charged as required
Cleaning fee \$20/hr if facility is not left clean per posted procedures
Damage fees assessed as warranted

Will wine or beer be served? Yes No

If YES, permits required. See written instructions

Will food be catered? Yes No

Will food be prepared on site? Yes No

If YES, Food Handler permits are required

Date(s) of Event: _____

Type of Event: _____

Event
Contact: _____ Phone _____

Address: _____

Organization Name: _____

Number of guests: _____

Event time: _____ to _____
(DOES NOT include your set up, take down or cleaning time)

Total Room Time _____ to _____
(INCLUDES set up, take down and cleaning time)

WAIVER OF LIABILITY: By signing below, I/we hereby release Umpqua Valley Arts Association and the City of Roseburg from any liability resulting from any incident during our event at UVAA. I/we assume full responsibility for any and all activities that take place at our event and I/we will be responsible for any liability, litigation or other concerns resulting from anything that happens at our event.

Cancellation or Change in Reservation: Full refund given with 7-day advance notice of cancellation, in writing. Date change will be considered on a case-by-case basis. Please notify UVAA of any change in contact information.

I have read, understand and agree to follow the UVAA policies enclosed with this agreement.

Event Representative Signature: _____ **Date:** _____

UVAA Staff Signature: _____ **Date:** _____

Total Rental Fee \$ _____ **Date:** _____ **Receipt #** _____

Credit card imprint taken