



CULTURAL ARTS FOR EXCELLENCE
CAFE
After School and Community Enrichment Programs

RENTAL
APPLICATION

PART I

Date: _____

1. Name of Organization or Individual _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Person: _____ Email: _____

Phone: _____ Fax: _____

2. What is the character of the organization (please check)?

- Non-Profit
- Community
- Family
- Education
- Individual
- Other: (please specify) _____

Date of Usage: _____ Entrance Time: _____ Exit Time: _____

3. What is the character of the entertainment or meeting? ____ Food Serving ____ Dance

How many chairs will you need? _____ How many tables will you need? _____

(We have 50 chairs and 8 long tables)

4. Facility Usage (Please check the spaces needed)

- Kitchen
- Studio Room
- Patio
- Meeting Rooms

5. Total number of people expected to attend _____

6. Will the public be admitted? ____ YES ____ NO

7. Is admission to be charged? ____ YES ____ NO

8. What is the cost of admission? _____

9. Is the facility/facilities needed for rehearsal? ____ YES ____ NO
If so, indicate all dates and times needed for rehearsal:
Date: _____ Hours from: _____ To: _____
Date: _____ Hours from: _____ To: _____
Date: _____ Hours from: _____ To: _____

10. The applicant agrees to comply with regulations of the CAFE Board under which its facilities may be secured herein.

11. Regulations and rate chart are enclosed for your information and guidance. Permit will be granted after review of application.

SPECIAL NOTE: Application is to be filled out in its entirety and sent to:

CAFE
1707 Cove Road, N.W.
Roanoke, VA 24017

Non-refundable deposit of ½ of rental amount with signed agreement due 30 days before rental. The remaining balance due 1 week before event. _____ Initial

Your rental is not guaranteed until we receive the signed rental agreement and the deposit. _____ Initial.

Agreed Rate: \$ 200.00

I agree to leave the Cultural Arts for Excellence building clean, removing all trash, food, etc., leaving it in the same condition that I found it.

LESSEE Signature: _____

Date: _____

No Alcohol or Smoking is permitted on the grounds.

All events will be over by 11:30 pm. You must bring your own trash bags to bag up any trash and deposit in trash cans behind the building. _____ Initial

PART II (REGULATIONS) AND PART III (RATE CHART) SHOULD BE RETAINED FOR YOUR FUTURE REFERENCE.

PART II

- ONE:** Programs must be approved by the appropriate CAFE supervisory personnel
- TWO:** The LESSEE assumes the responsibility for any damages to buildings and/or equipment.
- THREE:** The sponsoring organization may be required to obtain security or policy monitors. If required, this service will be procured by the LESSEE who will defray the cost. Further, designated representatives of the LESSOR must be admitted at no charge to monitor activities as required.
- FOUR:** The LESSEE agrees to indemnify and hold harmless the LESSOR, its officers, agents, employees, and assigns against all liabilities, losses, damages, and expenses including court cost and attorneys' fees incurred or suffered by LESSOR as a result of or arising out of use of occupancy of the leased premises.
- FIVE:** In addition, the LESSEE may be required to obtain appropriate insurance to protect the interest of CAFE
- SIX:** Advance payment of certain fees may be required. Failure to make payment/s on date/s specified, can result in automatic cancellation of reservation/s.
- SEVEN:** The LESSEE is required to adhere to the City of Roanoke Fire Codes. Particularly in this regard, exit doors are to be unlocked, pathways for egress are to be left unobstructed and pyrotechnics and open flames are not to be used.
- EIGHT:** LESSEE desiring to cancel or postpone event/s authorized by the permit are requested to call CAFE in advance. Further, in regard to cancellations, when CAFE is closed during inclement weather or for other emergency conditions, all programmed activities at the CAFE is canceled. Make-up date/s can be provided on request.