

THE CHARLES H. CHIPMAN CULTURAL CENTER RENTAL AGREEMENT
1 Day Event Use – first floor

This agreement made this date: ___/___/___ between **C. H. Chipman Cultural Center** (Lessor) and

Lessee: _____ Phone (____) ____ - ____
Address _____
City _____ State _____ Zip code _____

Lessor does hereby allow the use of the **C. H. Chipman Cultural Center** for an event under the following terms and conditions:

- 1) **Date of Usage** ___/___/___
- 2) **Purpose :** _____ No of Guests _____
- 3) **Donation:** Lessee will make a donation of _____ for a 1st floor event. Deposit of \$50.00 (non refundable) received with the signed agreement and balance due before event.
- 4) **Liability:** Lessee is liable for all lost, broken or stolen items owned by lessor and/or other person/entity. Under no condition will any of the **equipment or property in the building be removed from the Center**. Use of the Center will not be reassigned to anyone but the Lessee, if so the contract will be cancelled.
- 5) **Cleaning of the Center & Grounds after the event:** The Center must be cleaned and all trash removed from the Center after use. The Center must be left in the same condition as it was before the event.
- 6) **Cancellation:** In case the Center becomes unusable due to an act of God or property damage, the use agreement will be terminated and all monies returned.
- 7) **Hours of Event:** Starting time _____ End _____ (set-up time included).

I agree to the use of the facility for the period of time specified above and will abide by the above terms and conditions of this agreement.

Signed: _____ date: ___/___/___
(Lessee)

Signed: _____ date: ___/___/___
(Chipman Center Representative/Lessor)

Charles H. Chipman Culture Center
P.O. Box 4374
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