

**DREAMWRIGHTS CENTER FOR COMMUNITY ARTS**  
**100 Carlisle Avenue York, PA 17401**  
**(717) 848-8623**

**APPLICATION AND TERMS FOR RENTAL OF SPACE**  
**(Nonmember Rates)**

I. **INTRODUCTION.** DreamWrights offers to rent space, when available, to individuals and organizations who are not members of DreamWrights, subject to the submission of this Application and the terms and conditions set forth herein.

II. **DREAMWRIGHTS MISSION STATEMENT ADHERENCE.** The actions of anyone wishing to rent space must adhere to the mission of DreamWrights, as follows: *DreamWrights Center for Community Arts provides creative educational experiences through inclusive intergenerational performance and theatre arts programming.*

III. **THEATRE RENTAL RATES**

| <b><u>Space Requested</u></b>   | <b><u>½ Day 4 Hours</u></b><br>Includes set up & tear down time | <b><u>Full Day 8 Hours</u></b><br>Includes set up & tear down time |
|---|---|--|
| <b>Conference Area/Board Room</b><br>(max 20 people)  | \$200   | \$360  |
| <b>Concessions Area/Kitchen</b><br>(max 100 people w/out tables, 60 w/ tables)                | \$400   | \$720  |
| <b>Concessions Area/Kitchen/Main Lobby</b><br>(max 150 people w/out tables, 80 w/ tables)     | \$475   | \$855  |
| <b>Studio/Main Lobby</b><br>(Studio seating ranges from 75-100)                               | \$475   | \$855  |
| <b>Studio/Main Lobby/Concessions/Kitchen</b><br>(max 200 people without tables, 80 w/ tables) | \$550   | \$990  |
| <b>Blue Lobby/Main Stage Theatre</b><br>(maximum 170 people)                                  | \$600   | \$1,080  |
| <b>Both Lobbies/Main Stage Theatre/Concessions</b><br>(max 170 people in theatre)             | \$750   | \$1,350  |
| <b>Sound Cave Recording Studio</b>  | \$100   | \$180  |
| <b>DreamWrights Technician Fee</b>  | \$100   | \$200  |

**ATTACHMENTS**

1. DreamWrights Rental Application Form, Fee Payment Schedule and Cancellation Policy
2. Rules and Regulations
3. Cleaning Requirements
4. Release and Indemnification Agreement

RENTER: The undersigned, being an authorized officer or agent for the Renter, hereby agrees as follows, I have read the Fee Calculation, Payment and Cancellation Policies, the Rules and Regulations and Cleaning Requirements and I have separately signed and submit with this Application the Release and Indemnification Agreement and agree to be bound by its terms.

DREAMWRIGHTS: Approval is hereby granted for the facilities, as set forth in Rental Application Form submitted by Renter, for the date and purpose listed.

RENTER: \_\_\_\_\_

DreamWrights Center for Community Arts

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

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

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

**DREAMWRIGHTS RENTAL APPLICATION FORM**

Application Date: \_\_\_\_\_ Rental Date(s): \_\_\_\_\_ Time: \_\_\_\_\_

Renter: \_\_\_\_\_

Renter's Address: \_\_\_\_\_

Renter's Phone \_\_\_\_\_ Email \_\_\_\_\_

Renter's Representative: \_\_\_\_\_

Specified Space: \_\_\_\_\_

Purpose of Use: \_\_\_\_\_

Will alcohol be served? \_\_\_\_\_ Type of alcohol: \_\_\_\_\_

(Renter must provide proof of an insurance policy/rider covering the sale or distribution of alcohol with DW named as one of the insured. See regulation #7.)

**FEE CALCULATION:**

Space Required: \_\_\_\_\_

Rental Fee: \_\_\_\_\_ (4 hr. rate or full day 8 hr. rate)

Technician Fee: \_\_\_\_\_ (\$100 4 hr. rate, \$200 full day rate)

Additional Items: \_\_\_\_\_ (Sound Cave Recording Studio includes equipment)

Projector, screen \$50.00

Lobby monitor \$30.00

Microphones \$25.00 per mic

**TOTAL:** \_\_\_\_\_

**FEE PAYMENT POLICY**

20% Nonrefundable Deposit due with contract: \_\_\_\_\_

Balance Due 2 weeks prior to event: \_\_\_\_\_

\$100 Security Deposit: (due with contract, refunded after space is checked) \_\_\_\_\_

**CANCELLATION/REFUND POLICY**

All rental payments paid to DreamWrights per this Application are NON-REFUNDABLE.

The \$100 Security Deposit is refundable per the terms of this Rental Agreement.

## RULES AND REGULATIONS

1. If an individual, Renter must be 21 years of age or older.
2. An Application must be submitted in writing and delivered to DreamWrights at least two weeks prior to the event. The listed fees are for one day only and additional day(s) for set up or multiple day events require payment of the per day fee. Any deviation from the fee schedule must be approved by DreamWrights prior to the rental date.
3. A 20% non-refundable deposit and \$100 security deposit is due with the submission of the Application. The security deposit will be refunded if no damage to the property is found and no additional cleaning is required or if the event is cancelled.
4. All food must be carry in, carry out.
5. Renter is responsible for all clean-up before leaving the building.
6. Tobacco use of any kind is prohibited within the confines of the DreamWrights building and within 20 feet of any building entrance.
7. The serving or distribution of alcoholic beverages must comply with the Pennsylvania Liquor Control Board Regulations. Alcohol consumption will be limited to areas designated by DreamWrights BOD or Executive Director. **All renters must provide proof of an insurance policy/rider covering the sale OR distribution of alcohol for that event. The rider must name DW as one of the insured.** For rentals/events in which tickets/admission is charged where alcohol is provided for purchase, alcohol must be served by a certified/licensed bartender.

### DISCLAIMER:

DW assumes no responsibility for any liability of any nature arising from the use of alcoholic beverages on the property of DW pursuant to any permission for such use granted by DW under this policy. Any person receiving permission or approval under this policy to use alcoholic beverages on the property of DW shall indemnify and hold harmless DW from any liability damage or claim, including counsel fees, arising from such use. Access to basement, second, and third floors and use of theatre lights and sound systems is prohibited (DreamWrights technician is available for hire)

8. Renter will comply with occupancy limits for specified space, as set forth in the Application and Terms for Rental Space.
9. Liability for all damages to the premises will be charged to the renter.
10. Renter assumes responsibility and liability for all persons attending the event, and agrees to hold DreamWrights harmless for any injuries to any persons or damage to personal property.
11. For events of more than 10 people, renter must furnish a Certificate of Insurance at least five (5) days prior to the event. A Special Events Endorsement for at least one million dollars (\$1,000,000) must be obtained by Renter to cover the specific day, location, and time of your event. If the Certificate of Insurance is not provided on or before the time period specified, the event shall be treated as having been canceled, in which case all payments to DreamWrights will be forfeited.
12. DreamWrights will provide an on-site manager during the event.
13. The entry doors will be unlocked 30 minutes prior to start and end of the event and otherwise remain locked throughout the event.

14. The facilities must be returned to their pre-rental state at the end of the rental period. Cleaning Requirements are attached to the Application. Failure to comply with the Cleaning Requirements will result in a cleaning fee. Utility instructions must be adhered to.
15. Use of the DreamWrights facilities is limited to those rooms specified and paid for on the rental application. The Renter is responsible for ensuring order and protection of the facilities and for keeping all people restricted to the rooms rented and the adjoining bathroom facilities.
16. All events must end by 11:00 P.M. and the building vacated by 12:00 Midnight.
17. Off street parking is provided in the DreamWrights lot with spill over into the two adjoining St Matthew lots.

### **CLEANING REQUIREMENTS**

There is a \$100.00 security deposit required at the time of signing the rental application. This deposit will be refunded after the premises have been inspected and found to be in satisfactory condition as outlined below. Inspections are performed prior to and after the rental period. Refund checks will be mailed during the regular monthly disbursements by DreamWrights.

1. Wet mop all spills
2. Sweep or vacuum floors where needed
3. Remove Renter's trash, decorations, etc. from DreamWrights
4. Wipe down all surfaces
5. Return seating and tables to prior configuration upon arrival

