

**CVCA**  
 43 S. Main, Logan, UT 84321  
 Office: (435)753-6518 ext. 110  
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**CACHE VALLEY  
 CENTER FOR THE ARTS**

Ellen Eccles Theatre • Bullen Center • Thatcher-Young Mansion

***Bullen Center Rental Contract***

<b><u>Office Use Only</u></b>	
Event:	_____
Date:	_____
Signed Contract	<input type="checkbox"/>
Deposit	<input type="checkbox"/>
Paid in full	<input type="checkbox"/>
Deposit Refund	<input type="checkbox"/>

***Your perfect day for work or play.*** Featuring floor to ceiling windows, winding spiral staircase, hardwood floors, a grand piano and mirrored walls, it is the ideal place for your special event. The open floor plan allows you to use your imagination to create your individual theme or décor.

➤ ***Rental Fees***

**Events – 8 hour blocks**

Private Event Bullen Center .....	\$600
<i>(Includes the use of the Carousel Ballroom and Kitchen)</i>	
Floor change per event the same day (e.g. wedding to reception).....	\$100
Public Event Bullen Center .....	\$700
<i>(Includes the use of the Carousel Ballroom and Kitchen)</i>	

**Damage & Cleaning Deposit**

Required for all events.....	\$600
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**Hourly Rates**

Carousel Ballroom .....	\$75 set up plus \$100/hr
Classroom .....	\$25 set up plus \$50/hr
Conference Room.....	\$25 set up plus \$50/hr
Kitchen .....	\$50/day

**Additional Fees**

Security.....	\$75
<i>(Up to Five Hours, required at CVCA's discretion)</i>	
Event time past 11:30 pm penalty. ....	\$100
Addition of one room (based on availability).....	\$50
Addition of two rooms (based on availability).....	\$100

**Non-Profit Rate**

*A copy of your 501(c)(3) is required to receive the non-profit rate*

Carousel Ballroom .....	\$375 or \$50/hr
Carousel Ballroom first floor .....	\$30/hr
Carousel Ballroom second/third floors .....	\$20/hr
Addition of one room (based on availability).....	\$40
Addition of two rooms (based on availability).....	\$70
Early Event Move-In .....	\$100

**Total \$ \_\_\_\_\_**

***Notes:***

## ***Bullen Center Rental Contract***

### ➤ ***Rental and Additional Fees***

- When renting the facility the Renter will have use of tables and chairs. This does not include linens.
- In addition to rental fees, Cache Valley Center for the Arts (“CVCA”) reserves the right to hire, at the Renter’s expense, any additional personnel it deems necessary. Such personnel may include security, sound and lighting technicians and additional staff to assist during the event.
- Security will be provided by CVCA at Renter’s expense at \$75 minimum for up to five hours at CVCA’s discretion based on the type of event. Events exceeding the 5 hours will be required to purchase another 5 hours at the aforementioned \$75 price

### ➤ ***Payment Schedule***

- Events are confirmed with a reservation deposit of 50% of the Rental fee, all of the \$600 Damage & Cleaning fee and the Rental Contract signed by both the Renter and Reservationists.
- The remaining balance is due **TWO WEEKS** prior to the scheduled event.
- The Set-up sheet is also due at the time of the final payment.
- Deposits will be refunded within two weeks after the scheduled event if no problems arise and/or there are no additional charges. If any part of the deposit is kept an explanation will be sent.

### ➤ ***Cancellation Policy***

- A refund will be given if cancellation is done 90 days prior to event, however a \$25 administration fee will be charged for the cancellation.
- If cancellation is done 60 days prior to event a 20% refund will be given.
- If cancellation is done less than 60 days prior to event no refund will be given.
- If Renter fails to hold the event at the time agreed, CVCA will retain the collected fees.
- Cancellation must be done in writing.

### ➤ ***Decorations***

- All decorations and linens must be supplied by the Renter. **Initial:** \_\_\_\_\_
- Decorations **NOT** allowed in the building or on the grounds are as follows: **bubbles, sand, straw, hay, glitter, silly string, sequins, confetti, rice and birdseed.** **Initial:** \_\_\_\_\_
- Candles or flames of any kind are not allowed. **Initial:** \_\_\_\_\_
- Smoke, haze, or fog machines are not allowed. **Initial:** \_\_\_\_\_
- Only Masking and Painter’s tape may be used to affix decorations to walls, mirrors, windows, railings and white chairs. Nails, push-pins, and sticky putty/glues are not allowed. **Initial:** \_\_\_\_\_
- **Standing on the white chairs is NOT permitted.** **Initial:** \_\_\_\_\_
- Installation of special platforms, scaffolding or rigging or other apparatus requires the approval of CVCA.

### ➤ ***Parking***

- There is no designated Cache Valley Center for the Arts parking.
- Parking is available on the street and in various public parking lots within one-two blocks of the facility. When parking on the street, please refer to all posted signs.
- All the lots west of Cache Valley Center for the Arts are private parking lots and are strictly enforced by their owners. CVCA has no control over them and violators may be booted, towed or fined.
- CVCA will provide the Renter with a parking map to distribute to guests; it’s then the Renter’s responsibility to inform guests of their parking options.

## ***Bullen Center Rental Contract***

### ➤ ***Load-in, Load-out, Clean-up, Overtime and Damage Fees***

- Renter must make arrangements with CVCA for temporary load-in and load-out parking on the sidewalk or in handicap parking of the Bullen Center's South entrance.
- Renter must move vehicles from these areas immediately following load-in or load-out.
- Scheduled load-in times prior to rental block will be billed on an hourly basis, minimum of \$75 per hour.
- If activity or clean-up goes beyond the Renter's allotted time, CVCA will charge \$100 per hour for building maintenance services. **Building will be closed and locked at midnight.**
- Building maintenance staff are the only persons allowed to move or remove any items belonging to the facility, i.e. tables, chairs, grand piano etc. **Initial:** \_\_\_\_\_
- **No food or drink may be set-up on any carpeted areas. Initial:** \_\_\_\_\_
- Carbonated fountain beverage machines are permitted in the facility with prior approval from the facilities manager. **Initial:** \_\_\_\_\_
- Unless prior arrangements have been made, clean-up should be completed by the Renter immediately following the activity.
- The Renter will be held responsible for the behavior of their guests and all their vendors. If the facility does not meet the posted clean-up requirements the Renter may lose a portion, or all, of the Damage & Cleaning fee.
- CVCA will not be held responsible for any items left behind by the Renter.

### ➤ ***Governing Law and Indemnification***

- Renter agrees to comply with all laws, ordinances and rules of the City of Logan, State of Utah and the United States applicable to the use of the premises and to pay any taxes or fees that may be imposed by law in connections with the use and occupancy of the facilities.
- RENTER indemnifies CVCA against and holds CVCA harmless from all liabilities, expenses, and losses, including attorney's fees, incurred by CVCA as a result of (a) failure by the RENTER to perform any covenant required to be performed by it hereunder; (b) any accident, injury or damage which shall happen in or around the designated premises resulting from RENTER'S use of the premises, or any equipment related thereto, except for such accident, injury or damage which results from the sole negligence of CVCA, its agents or employees; (c) failure of RENTER to comply with any requirements of any governmental authority; and (d) failure of RENTER to obtain appropriate copyright and performance rights from the license holder. **RENTER further agrees to waive all claims against CVCA on account of any loss, damage or injury from whatever cause which may occur to it or its property in the use and occupancy of the premises, the giving of this waiver being one of the considerations upon which this Renter Agreement is granted.**

### ➤ ***Other Policies***

- Renter agrees it will not admit a larger number of persons than can safely be accommodated in the facility. If capacity is reached, CVCA reserves the right to turn away guests until capacity is below restrictions, as stated on the Bullen Center Specifications page.
- **Children must be properly supervised at all time.** For no reason should any child or group of children be left unsupervised. If these conditions are not met, children and their parents may be asked to leave, the event may be terminated or a portion/all of the Damage & Cleaning fee may be withheld. **Initial:** \_\_\_\_\_
- CVCA reserves the right to remove, or cause to be ejected from the premises, any objectionable person or persons.
- Renter must comply with the direction of security and/or CVCA personnel. If Renter does not comply, Renter and Renter's party will be escorted from the building by security and the event may be terminated.
- The facility is a smoke-free and alcohol-free environment. The un-lawful possession or use of controlled substances is prohibited on the premises. **Initial:** \_\_\_\_\_

## ***Bullen Center Rental Contract***

- Renter warrants and represents that it has obtained the appropriate performance licenses necessary for its proposed use of the facilities for the specified dates and times and agrees that CVCA has no responsibility to confirm such performance licenses.
- Renter agrees to provide all advertising and promotion at its own cost for the events covered by agreement, unless the Renter has requested services from CVCA, such as use of the marquee, which will be charged back to the Renter.
- The Renter shall be permitted to distribute free programs to patrons, but shall not sell programs, novelties, or souvenirs unless it has the approval from CVCA.
- **If amplified music is used for the event, sound restrictions will be in place during the time of an Ellen Eccles Theatre performance. Sound levels will then be set and determined at the sole discretion of the CVCA staff. Initial: \_\_\_\_\_**
- Renter shall not assign or transfer this Agreement or sublet any portion without written consent of CVCA.
- Any misrepresentation of the purposes for renting the Bullen Center will be cause for legal action, including all costs associated with or resulting from any violation of this agreement by Renter, including attorney costs.

➤ ***Regulations/Provisions***

- RENTER understands that CVCA manages the Bullen Center and the ancillary facilities whose principal address is 43 South Main Street, Logan, Utah, and which are owned by the City of Logan. The City of Logan (“City”) is a political subdivision of the State of Utah and is subject to the Utah Governmental Immunity Act (the “Act”); Section 63-30-1 et seq., Utah Code Ann. (1953, as amended). Nothing in the Agreement shall be construed as a waiver of any rights or defense otherwise applicable to the City under the Act, including the provisions of Section 63-30-34 regarding limitations of judgments.

Please indicate where you would like your cleaning deposit refund sent:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

\*If deposit was paid with a credit/debit card, would you like the deposit refunded back to that card? Yes: \_\_\_\_\_ No: \_\_\_\_\_ (if “No” we will mail a check to the address listed above)

***Bullen Center Rental Contract***

Name of Event/Organization: \_\_\_\_\_  
Date of Event: \_\_\_\_\_  
Name of Bride: \_\_\_\_\_  
Name of Groom: \_\_\_\_\_  
Type of Event: \_\_\_\_\_  
Load in Time: \_\_\_\_\_ Load Out Time: \_\_\_\_\_  
Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_  
Total \$ \_\_\_\_\_ 1<sup>st</sup> Payment \$ \_\_\_\_\_ 2<sup>nd</sup> Payment \$ \_\_\_\_\_

1<sup>st</sup> Contact Name: \_\_\_\_\_  
Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_  
E-mail address: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

2<sup>nd</sup> Contact Name: \_\_\_\_\_  
Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_  
E-mail address: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Anticipated Number of Guests: \_\_\_\_\_  
Will the majority of the patrons attending be under the age of 18? \_\_\_\_\_  
Is this event open to the public? \_\_\_\_\_ Is there a cost to attend this event? \_\_\_\_\_  
Ticket Price? \_\_\_\_\_ Will there be a live band? \_\_\_\_\_  
Will there be a DJ? \_\_\_\_\_ Will you be using our sound system? \_\_\_\_\_

I have read and agree to conform to and/or enforce the terms set forth in the Bullen Center Rental Contract. As the Renter, I hereby agree to be personally responsible on behalf of myself/my organization for damage sustained to The Bullen Center caused during my event. This contract is not valid until signed by all parties. All changes to this contract must be in writing.

**AGREED TO AND ACCEPTED:**

\_\_\_\_\_  
Renter Date

\_\_\_\_\_  
Arts Education Coordinator Date

\_\_\_\_\_  
Facilities Manager Date

\_\_\_\_\_  
Executive Director Date

*Bullen Center Rental Contract*



## Bullen Event Marquee Request Form

Today's Date: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Event/Organization's Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_

Message Example - Message includes 3 frames



Your Message - Please fill in each panel as you wish it to appear\*

All messages will run 5:15 a.m. to 11:15 p.m. on the day of your event.

\* We reserve the right to edit or adjust your message if needed to fit the marquee screen.

Text color: \_\_\_\_\_

Background color: \_\_\_\_\_

Marquee form is due 2 weeks prior to your event.

# *Bullen Center Rental Contract*



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## **Bullen Center Specifications**

### **The First Level:**

12 round no banquet tables or  
10 round 2 banquet tables or  
Lecture 160 chairs  
East wall w/o doors = 20' 7"  
West wall = 30' wide  
Ceiling Height = 12'  
Ceiling Tiles = 2 x 2  
Mirror 34' x 9'

41.5' x 36.5' = 1515 square feet

### **The Third Level:**

4 round or 2-3 banquet  
Lecture 30 chairs  
Railing on third level = 34' 9"  
Ceiling Height = 11'  
33.5' x 14' = 469 square feet

### **Landing:**

Lower level landing = 172 square feet  
Lower level railing = 17' 2"  
Lower level smaller section railing = 4' 8"  
Upper level landing = 502 square feet  
Upper level railing = 21' 11"

### **Spiral Staircase:**

30' outside railing  
60" Round (8 guests per table)  
8' Banquets  
20' inside railing  
6" between banister bars  
21 stairs

### **Elevator:**

Inside Measurement = 4'4" x 5'9"  
Door = 3' x 7'

### **The Second Level:**

6 round no banquet or  
4 round 1 banquet or  
Lecture 60 chairs  
Ceiling Height = 16'  
West wall = 26' 3" wide  
West wall = 4' 6" tall (8' 1" w/railing)  
30.5' x 26.5' = 808 square feet

### **Railing on Second Level:**

This railing can be up or down. If you wish to have it up to decorate, it measures 30' with 5" spacing between bars.

**Total Square footage for  
Carousel Ballroom = 2792'**

### **Doorway:**

The doors are 3' each = 6'  
The doors plus the glass panels on the sides is 14'6"  
Around the doors 19'6"  
Around doors and glass 36'

Use an 11' extension cord to plug inside the room, 17' to plug outside the room.

### **Tables:**

36" x 36" Cake Table  
48" x 20" Guestbook Table