



## Rental Request for Flashpoint & Source

Please check the space you are interested in renting.

### Flashpoint

- Mead Theatre Lab at Flashpoint
- Coors Dance Studio at Flashpoint
- Gallery at Flashpoint
- Conference room

### Source

- Theatre
- Rehearsal room
- Classroom
- Conference room

Organization/Company: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Rental Information

Please list the date(s) and time(s) requested.

*For the all spaces please include load-in/load-out times of at least 15minutes on either end.*

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

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Description of Rental Use *(please explain, with detail, how you plan to use the facilities)*

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Other Information *(equipment required, special needs, etc)*

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## TERMS AND CONDITIONS

Please initial below indicating that you/your organization will be able to agree to said conditions.

- \_\_\_\_\_ **Rental Deposit.** A rental deposit (25% of total rental fees) is required to reserve your space at Source when the rental agreement is signed.
- \_\_\_\_\_ **Security Deposit.** In addition to the rental fees, a security deposit in the amount of \$\_\_\_\_\_ must be remitted with the signed contract. This deposit is shall be returned to licensee at a specified settlement meeting after event is complete.
- \_\_\_\_\_ **Staffing.** The Licensee agrees to provide all necessary administrative, artistic and production staff for the production including but not limited to a house manager, box office manager, technical director and stage manager.
- \_\_\_\_\_ **Additional Fees.** There will be a \$50.00 “Next day pick up fee” for any items left behind rented equipment, set/props/costumes, personal belongings, etc. CuDC is not responsible for the safe return of such items. The Licensee is responsible for providing all necessary equipment. Any equipment provided by CuDC is subject to additional fees.
- \_\_\_\_\_ **Insurance:** Licensee will obtain a Certificate of Insurance naming the Cultural Development Corporation as an additional insured and maintain said insurance through the term of agreement. This policy should provide liability coverage of no less than \$1,000,000.00.
- \_\_\_\_\_ **Signage:** Licensee shall not, without CuDC’s prior written consent install any interior or exterior signs, placards, banners or the like on the Premises. CuDC will provide a sandwich board upon request for the Licenses to place signs, placards, banners or the like.
- \_\_\_\_\_ **Cancellation:** If the cancellation of the event occurs less than 30 days prior the event date, Licenses will forfeit the rental deposit. In the event the CuDC must cancel use of the facility, all deposit monies will be returned to the Licensee.
- \_\_\_\_\_ **Standard Language:** Licensee will be given a copy of the standard language by CuDC. All distributed information (including web listings, emails, postcards, press releases, etc.) must be given to CuDC for verification prior to publication. Failure to comply will result in a **\$100** fine.

Please return this form by email ([rentals@culturaldc.org](mailto:rentals@culturaldc.org)) or fax 202.315.1303.