

Department of Planning and Natural Resources
Virgin Islands Council on the Arts
#30 Strand Street, Frederiksted
St. Croix, VI 00840
Telephone: 773-3075/ 774-5984
vica_stx@yahoo.com

Frederick D. Dorsch Cultural Activity Center
CONTRACT AGREEMENT FOR RENTAL FACILITIES AND SERVICES

Name of Applicant: _____

Type of Function: _____

Telephone: Daytime _____ Evening _____

E-Mail Address: _____

Mailing Address/Zip: _____

The applicant hereby assumes responsibility and liability for compliance with the rules and restrictions as stated in the guidelines for use of the facility in the attached Contract Agreement, which revisions and restrictions is incorporated herein.

The Dorsch Cultural Activity Center agrees to supply only the following services at the cost indicated:

Dorsch Theater: \$75.00 Per hour (2 hour minimum) rented as is.....\$ _____
Use of Facility for Rehearsal \$60.00.....\$ _____
Tablecloths \$3.00 each.....\$ _____
Chair Rental \$3.00 each.....\$ _____
Table Rental \$5.00 each\$ _____

Time of usage _____ to _____ **Total Hours** _____ \$ _____

Security Deposit (must be made to secure date).....\$300.00 _____

Rental Payment (two weeks prior to usage) Paid on _____ \$ _____
(payments must be paid in Certified Check or Money Order only)

Terms and Conditions in attached Contract Agreement are accepted:

Applicant Signature

Date

Dorsch Center Contract Agreement Cont'd

The applicant whose signature appears on Page 3 of this agreement hereby assumes responsibility and liability for compliance with the rules and restrictions as stipulated:

1. The applicant agrees that he/she shall save the Dorsch Cultural Activity Center (DCAC), its employees and representatives harmless from any claims, suits or actions whatsoever for personal injuries or death, or any loss or damage of property suffered by the user, his agents, employees, visitors or guests occurring in or about the premises during use of said premises. Nothing herein shall be construed to waive any rights or immunity of the DCAC with respect to any such claim, suits, or action.
2. The applicant further assumes full responsibility for the conduct of the user, his or her agents, employees, visitors, or guests, including actions perpetrated by the same occurring in or about the premises during the use. The applicant also agrees to be responsible for any violations under the USVI Code 27 relating to disturbing the peace.
3. The applicant will acknowledge that the premises of the DCAC and agrees to return such premises in as good condition and repair as received; acts of God and ordinary wear and tear excepted. This includes removal of all trash and litter including all decorations, tape, etc by the applicant immediately following the event. The facility must be left clean. If VICA's staff has to clean after applicant's use, a prorated deduction will be made from the security deposit.
4. The DCAC has no electrical generating capacity and assumes no responsibility for the failure of electrical power or water supply.
5. Neither the applicant, his/her agents, employees not visitors may drive vehicles on, or park on the grass.
6. General decorating plans will be cleared with VICA's coordinator and the following restrictions will be enforced: a.) no decorations may be attached to the walls or doors of the stage: b.) all tape and wires used to attach decorations must be removed; c.) applicants are to bring all needed equipment, there are no tools, ladders, etc. available at DCAC.
7. A security deposit in the amount of three hundred (\$300.00) is required by applicant to hold date. The deposit will be returned after satisfactory inspection. Refund of deposit due to cancellation will be made when VICA is notified of the cancellation a minimum of thirty (30) days prior to the event. If event is cancelled after 30-day grace period no refund will be made.
8. All charges must be paid in full two (2) weeks prior to the event and is not refundable.

Dorsch Center Contract Agreement Cont'd

9. Attendance allowed at any function is limited to a maximum of two hundred (200) people.
10. Tents must be approved.
11. DCAC entrance and gate will be opened one hour before the scheduled event or at a time agreed on by the coordinator. Staff will be present during the entire time of event and this service is included in the rental charges. If the agreed upon rental duration exceeds more than sixty (60) minutes prorated charges will be subtracted from deposit.
12. All events must end by twelve midnight. All guests must leave the premises at that time and clean up of the Center and grounds must be completed no later than one a.m., at which time the entrance gate will be locked.
13. Removal or destruction of any plants, greenery will result in the entire security deposit being forfeited.
14. All trash, garbage, and litter must be removed by applicant or his/her agent after the event. Any trash or litter left on premises will result in loss of security deposit to facilitate costs associated with cleaning the premises.
16. Rental includes prior clean up, opening of the theater, use of rest rooms, water, electricity, and rental gate security.

I accept the terms and conditions of this contractual agreement:

Applicant Signature

Date