

VIRGIN ISLANDS COUNCIL ON THE ARTS / ST. THOMAS GALLERY
5070 Norre Gade, Suite 1, St. Thomas, VI 00802
PLEASE FAX COMPLETED FORM TO
340-774-6206

CONTRACT AGREEMENT
FOR RENTAL FACILITIES AND SERVICES

Name of Applicant _____

Type of Function _____

Telephone (day) _____ (evening) _____

E-Mail Address _____

Mailing Address/Zip code _____

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 herein:

1. The applicant agrees that he/she shall save the Virgin Islands Council on the Arts herein after referred to as (VICA), it's employees and it's 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 the use of said premises. Nothing herein shall be constructed to waive any rights or immunity of the VICA 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 their use. The applicant also agrees to be responsible for any violations under the USVI Code Title 27 relating to disturbing the peace.
3. The applicant will acknowledge that the premises of the VICA 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 facilities must be left broom clean. If VICA staff has to clean after applicant's use a prorated deduction will be made from the security deposit.

4. The VICA 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 nor 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) All tape and wire used to attach decorations must be removed. B) Applicants are to bring all needed equipment; there are no tools, ladders, etc. available at VICA.
7. A security deposit in the amount of three hundred (\$300) is required by applicant. The deposit will be returned after satisfactory inspection. Refund of deposit due to cancellation will be made only if the VICA is notified of the cancellation a minimum of thirty (30) days prior to the event.
8. All charges must be paid in full two (2) weeks prior to the event and is not refundable. Upon paying for charges, applicant will sign and return the Contract Agreement to VICA.
9. Attendance allowed at any function is limited to a maximum of one hundred (100) people.
10. VICA 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. Applicant is responsible in paying staff and security
11. All events must end by twelve midnight. All guests must leave the premises at that time and clean-up of the gallery and grounds must be completed.
12. Removal or destruction of any plants, flowers or greenery will result in the entire security will be forfeited.
13. All trash, garbage and litter must be removed by the applicant or his/her agent after the events. Any trash or litter left on the premises will result in a reduction of security deposit fee for cost associated with cleaning premises.

14. Entrance gate security is provided one (1) hour prior to start of event and one (1) hour after function ends or when everyone has vacated the gallery, whichever is earlier.

15. Rental includes prior clean up, opening of the gallery, use of restroom, water, electricity

I accept the terms and conditions of this contractual agreement.

Applicant Signature

Date

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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 Virgin Islands Council on the Arts agrees to supply only the following services at the cost indicated:

Gallery: \$75.00 per hour (2 hour minimum) rented as is.....	\$ _____
Use of Facility for Rehearsal \$60.00 per day	\$ _____
Total	\$ _____

Security Deposit of \$300.00 paid on _____..... \$ _____

Rental Payment (two weeks prior to event) Paid on _____..... \$ _____
(Payment must be paid in Certified Check or Money Order only. Payable to VI Council on the Arts)

Time of event: _____ to _____ Total Hours _____

Date(s) of events _____

Applicant will provide own security

Staff: Time and Half & or Double Time on Weekends and Holidays \$ _____
(Applicant is responsible for staff payment)

Terms and Conditions in attached Contract Agreement are accepted:

Signature of Applicant

Date _____