



395 E. Main Street, Sun Prairie WI 53590

SPACE RENTAL AGREEMENT

Scheduling of all events must be approved and signed by The Piano Gal Shop owner, Marta Hansen. Rentals are made on a first come-first served basis. A rental is not secured until the rental contract has been signed.

Rental Policies and Procedures

1. Organizations using the facility must have purposes compatible with those of The Piano Gal Shop. The Piano Gal Shop has the right to refuse any rental.
2. The non-refundable deposit of \$50 will be due with signed contract. Remaining balance is due at least 48 hours prior to the event date.
3. The individual reserving the building will be fully responsible for any damage or loss to The Piano Gal Shop (including damage to the flooring and walls), its contents, or its grounds jointly and severally with the organization he/she represents or is affiliated with. Upon the event of such damage or loss, the reserving party will further be responsible for immediate notification to the Owner of any such damage or loss and will be responsible for immediate reimbursement.
4. Renters need to show a Certificates of Personal Liability Insurance (or Home Owners insurance in non-commercial situations) showing they have insurance in case of damage to the building or an accident by one of their guests.
5. The Piano Gal Shop does not furnish refreshments, flowers, glassware, or paper products for functions.
6. The reserving party must take every measure to assure The Piano Gal Shop that any store merchandise on display will not be disturbed and that the reserving party will be responsible for any damage or loss of merchandise. No merchandise may be removed, adjusted, or otherwise moved during the rental period without permission of the store owner.
7. The Piano Gal Shop is not responsible for any equipment, supplies, materials, or other items owned by any organization or individual and used at The Piano Gal Shop.
8. The renter reserving the facility, jointly and severally with the organization he/she represents or is affiliated with hereby agrees to hold The Piano Gal Shop harmless of any and all liability, loss, theft, or injury or other loss which the reserving party, his/her guest, or vendors may suffer or incur by reason of injury or death of any person, or damage to any of the renter's property, or its vendors' property, caused by the reserving party's guests or vendors' employees.
9. The building and grounds must be left in the same order in which they were found. The reserving party is responsible for disposing of all trash and recyclables, and removing any and all food/beverages before leaving the premises. Cleanup will be expected to take place immediately following the event.
10. The renter may only use the space contracted for the rental. All space rentals include use of restroom facilities.
11. The Piano Gal Shop will hire an individual (point person) to unlock and open, to answer any questions, and to be present during the entire event, including set-up and break-down. Please note, this person is not available to set-up or clean up as part of this contract. The charge for the point person is included in the space rental fee.
12. The Piano Gal Shop will supply chairs, small amp, microphone, and microphone stand, upon request.
13. If rehearsal time is required, it must be scheduled in advance with the owner. We will do our best to provide the rehearsal time requested, however other events/programs previously scheduled take precedence. Scheduling rehearsal time as soon as possible is encouraged to avoid these conflicts.
15. Smoking is not permitted inside the building.
16. **Maximum capacity: 30**

Rental Fee Information:

\$100 for 1 hour (1 hour minimum):

This fee includes: tuned piano, chairs and chair set up, use of restroom, kitchen area, table for refreshments, on-site point person, and amp with microphone (if needed)

\$50 per additional hour

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Application for Rental

Name _____

Address _____

Telephone _____

Email _____

Purpose of Rental _____

Date of Rental _____

Start Time _____

End Time _____

of guests anticipated _____

Specific Notes/Requests _____

TOTAL RENTAL FEE: _____

- **I have included a copy of my or my organization's Certificates of Personal Liability Insurance (or Home Owners Insurance when applicable) with this agreement.**
- **I have read and understand The Piano Gal Shop Space Rental Agreement. By signing this agreement, the Renter agrees to abide by the policies contained herein and is responsible to see that any guests or organization members do the same.**

Signature _____ Date _____

Print Name _____ Title _____