

# Application to Rent the Arts and Education Center for an Event

The AE Center can be rented for events. Fill out this form and deliver, with advance payment, to Donna Mitchell [schoolofamericanmusic@gmail.com](mailto:schoolofamericanmusic@gmail.com). 3 North Elm St, Three Oaks, MI 49128

DATE/TIME OF EVENT: \_\_\_\_\_

DESCRIPTION OF EVENT: \_\_\_\_\_

SETUP NEEDS: \_\_\_\_\_

Rental Fee (1 hr minimum)	
\$50/hr	General rate, foundation-funded
\$35/hr	Local business
\$25/hr	Local non-profit organization
\$25/hr	Local individual, family

RENTAL FEE \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

Payment is to be made in advance by: (a) cash, or check made out to School of American Music and delivered to Donna Mitchell; or, (b) by PayPal using the SAM website.

- Reduced rental rates are available in certain circumstances. To apply, fill out form **4.7 Application for Waiver of Facility or Equipment Rental Fee**

### **Release From Liability And Indemnification:**

In consideration for, and as a condition of, the use of this facility, the renter shall:

- hold harmless the Three Oaks Arts & Education Center (A&E Center) and the School of American Music (SAM), its officers, agents and employees, against any claims, demands, damages, costs and liabilities, resulting from or caused by the renter's use of the facility;
- defend, at its sole expense, any suits, actions, or legal proceedings that may arise from or relate to the renter's use of the facility;
- pay for any damage, or loss by theft of any property of A&E Center and SAM, done or caused by renter its agents and invitees.

### **AGREED:**

Renter Signature: \_\_\_\_\_

Printed name: \_\_\_\_\_

Today's Date: \_\_\_\_\_