



art. community. coffee.
1822 North Capitol Street, NW Washington, DC 20002
creativegroundsdc.com
info@creativegroundsdc.com

EVENT RENTAL CONTRACT

Contact person: _____
Organization, if applicable: _____
Phone _____ E-Mail: _____
Address: _____

Event Description (how will space be used?):

Date and time of rental: _____ (including set up and clean up)
Number of guests expected: _____

Please review the terms and conditions below before signing.

Signature of Renter _____
Date _____

Signature of Creative Grounds DC staff _____
Date _____

Once Creative Grounds DC has received a signed contract, we email you the complete contract and commence planning your special day. We will use the email address or phone number you have listed above for all correspondence.





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By signing this rental agreement, I agree to the terms summarized below.

The renter agrees to:

- Pay a minimum of 50% OR the total Rental Fee of including a refundable damage deposit of \$500.00 prior to the event, or leave a credit card number on file that can be charged in the event of damage. This amount will be refunded within 10 days of the event if no damage has occurred, nothing is missing and no abnormal or excessive cleaning of gallery space is required.
- If applicable, pay the remainder of the total fee three business days before the event.
- Creative Grounds DC accepts payments by money order, AMEX/VISA/MasterCard, cash or wire transfer. Please note that all fees associated with a wire transfer for event rental or refunds of refundable deposits are to be paid by renter. Any questions about this contract should be directed to info@creativegroundsdc.com
- All rental requests are confirmed on a first come, first serve basis.
- Clean up is included in the rental fee, so please leave Creative Grounds DC as it was.
- Artwork: Creative Grounds DC will furnish a clean space for all events unless otherwise requested in writing and a newly drafted contract.
- Damage to or loss of any art work, furnishings, equipment and/or rental goods during set-up, the event or cleanup is also the full responsibility of the renter at 100% of the sale price.
- Artwork removal: Creative Grounds DC staff will not remove or obscure any significant element(s) of an exhibition to accommodate events. At no time will artwork or furniture be moved without prior permission. All installations or shows are to remain intact unless agreed with the director prior to the event. There can be absolutely nothing hung, nailed, or taped to the walls without the permission of the director.
- Photographs: Renter will permit Creative Grounds DC to take photographs of the event, and permit Creative Grounds DC to use the photographs for promotional purposes. (including website, print and electronic materials)
- Damage to Artwork: In the event of damage to artwork or to the physical condition of any and all public places within Creative Grounds DC or the building itself caused by a renter or guests, the renter will be held solely responsible and will be billed accordingly. This includes, but is not limited to, scratches, nicks, breaks, or marks.
- Not Permitted: Beer kegs; smoking; open flames; cooking onsite; loud music; use of the sidewalk. Amplified instruments must use reasonable volume. Management and/or staff may require musicians to lower volume or shut down if not able to comply.
- No bird seed/rice: In the case of weddings, flower petals may be used, but not rice or bird seeds.
- Parking: Creative Grounds DC does not provide parking. There are several transportation options available, including car and bike share, metro rail and bus.



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- Liability: The renter is wholly and solely responsible for any damages or liability resulting from the renter’s occupation of the premises, including any damage or liability arising from alcohol consumption by the renter or its guests in connection with the renter’s occupation or use of the premises.
- Event Staffing: The renter or designated representative must be on site throughout the event. Creative Grounds DC will provide a staff member to assist with questions during setup and reception. The staff member DOES NOT do clean-up or set-up, as this is the responsibility of the renter. It is wholly and solely the responsibility of the renter, and in no respect the responsibility of Creative Grounds DC, to check the identifications of individuals who will consume alcohol in connection with the renter’s occupation or use of the premises to assure that those individuals are 21 or more years of age.
- Creative Grounds DC is ADA compliant.
- Rental from outside vendors: Rental of furniture, dessert vendors (licensed) and equipment is the responsibility of the renter. Self-catering is not permitted. NOTE: The coffee bar can provide light fare and a variety of hot and cold beverages for an additional fee. Interested in neighboring in a list of food operators, let us know by directing said inquiries to info@creativegroundsdc.com
- Storage: Removal of rental equipment may be scheduled with Creative Grounds DC staff for the following day before or after 7am/pm. A fine of \$100/day will be charged for delayed pick up.
- Items Removal: Renter is responsible for removing all articles brought in during the rental event. All food waste and bottles must be removed from the building after the event. Creative Grounds DC will NOT assume responsibility for items left by guests or the renter. At the end of the event, renter will be responsible for cleaning and returning Creative Grounds DC back to its original condition.
- Cancellation: Should severe weather or uncontrolled events such as a power failure due to fire, casualty, national emergency, or other cause beyond the control of Creative Grounds DC necessitate cancellation, an alternate date will be furnished for the same time at no additional expense. In case of cancellation by the renter, any related costs incurred in preparation for the event are the responsibility of the renter. If canceled by the renter, any and all deposits and payments are non- refundable once received by Creative Grounds DC.

I _____ (print name) am authorized to enter a legally binding contract with Creative Grounds DC. I have read the rental policy in its entirety and agree to all terms and conditions.

Signature of Renter _____ Date _____

Signature of Creative Grounds DC _____ Date _____

