

## **Instructor Agreement**

The Lyric Art Center is a non profit organization that promotes visual and performance art. Located in downtown Eastland, the Lyric can be rented for art related community events. This includes, but is not limited to, visual art, community theater, live music, culinary arts, dance.

### **Sample Agreements:**

#### **Example:**

- Jane teaches a 2 hour silk screening class. The class can be taken 1-4 times and are 2 hours long.
- To take the class, it costs \$35 per class.
- Jane is paid \$30 per hour with the intention that she will be paid for at least 10 hours of work.
- $\$35 \text{ per class} \times 4 \text{ class} \times 5 \text{ people sign up for a class} = \$700$
- $\$30 \text{ per hour instructor fee} \times 2 \text{ hours per class} \times 4 \text{ classes} + 2 \text{ prep/clean hours} = \$300 \text{ paid to instructor}$
- \$100 materials
- The remaining \$300 covers cleaning, electricity, heating/cooling, and insurance

**Rules and Regulations of teaching classes at the The Lyric Art Center:**

1. There will be no stapling, tacking, nailing or taping of items to any part of the walls, windows or window frames, floors, ceilings, columns, tables or chairs.
2. Rental Facilities are available seven days a week. Evening events must conclude by midnight. All guests, caterers and entertainment personnel must vacate the building at that time, or an additional charge for the space/time will apply.
3. The Lyric Art Center is not responsible for damages or loss of equipment/property belonging to clients and/or their guests. The Lyric is not responsible for the storage and protections of outside rental equipment.
4. The Lyric Art Center building is a non-smoking facility. You will be responsible for informing attendants at your event/function that any smoking must be done outside. (Please also inform your attendees to dispose of their tobacco waste in a responsible manner and not on the sidewalk.)
5. We make every effort to be flexible with times and dates. If it is necessary for you to cancel your reservation or you decide that you will not need a facility that you originally reserved, we must be notified in writing at least 30 days prior to your event for you to receive a full refund of fees. If you cancel or give up a facility less than 7 days prior to your event, all fees paid will be forfeited.
6. Alcohol may only be brought into the ECA building by the contracting renter. No coolers or kegs may be brought into any Lyric facility and/or grounds without prior approval by Lyric Art Center staff. Alcohol must be served by a licensed caterer with an alcohol permit if money is exchanged (cash bar). The Lyric will require a copy of the permit. The ECA observes State and Federal laws governing the service and consumption of alcohol. We insist that you and your guests do the same. The Rental Committee requires a uniformed peace officer present during any event serving alcohol. Peace office fee is the responsibility of the renter.
7. Use of candles or open flame devices must be approved by ECA staff and in accordance with the General Life Safety Code. Heated electrical appliances of any kind are strictly prohibited in all areas of the facility. Consult ECA for additional rules.
8. Any birdseed, rice, flower petals, confetti or biodegradable confetti used during the event must be completely removed from the facilities and adjoining grounds at the end of the event. Visible evidence of these products left inside or outside of facilities will

result in loss of any cleanup deposit. Bubbles may be used outside of the building only. Absolutely NO SILLY STRING is to be used inside or outside of the ECA facilities.

9. The ECA will not be held liable for failure to carry out arrangements that are beyond our control, due to acts of nature and/or industrial disputes, either of which result in a disruption of the ECA facilities functions.

10. Trash cans and liners are provided for your use. All trash must be removed from facility by renter or caterer, placed in dumpsters located in the alley behind the facilities.

11. All items (food, dishes, decorations, etc.) belonging to renter, caterer or outside rental companies must be removed from the kitchen or rental space immediately after rental.

12. Renter or caterer is responsible for leaving kitchen counters and table tops clean.

13. Unplugging or tampering with audio or video equipment or electronics will result in loss of deposit along with any additional fee for resetting or reconnecting the system. No exhibits of the ECA may be moved or removed without prior approval of ECA.

14. Signor of this contract acknowledges responsibilities for any and all damages to any portion of the Eastland Centre for the Arts/Lyric Theatre property inside and/or outside.

