



Venue Letter of Agreement

NOTE: PLEASE HAVE THE VENUE USE THEIR OWN LETTERHEAD. THIS IS JUST A SAMPLE LETTER.

This *Letter of Agreement* between _____ **THE PROPOSED VENUE** _____ and _____ **THE APPLICANT** _____ is entered into for the purpose of setting forth the understanding between the proposed venue and the applicant in connection with regards to the regrant program administered by Staten Island Arts

The proposed venue acknowledges that the project contemplated by the applicant will be of benefit to it and enhance its reputation; the proposed venue further acknowledges that the applicant is relying on the proposed venue making its location available on the following Date(s) and Time(s): _____

The proposed venue accordingly agrees to permit the application to the applicant to use its location at: _____ **ADDRESS** _____. The primary contact person for this rental is _____ **VENUE CONTACT NAME AND PHONE/EMAIL** _____.

The applicant agrees to pay \$_____ for the use of the location on the dates specified by _____ **DATE** _____ [specify if paying in installments, or if you are putting down a deposit and when the balance is due].

This fee includes: [use this area to list everything that you have discussed that the fee includes]

Things to consider include, but are not limited to:

- *The use of space on Date X, Y, and Z for rehearsals/installation.*
- *The use of space on Date A and B for performances/exhibition/event.*
- *The use of restrooms and kitchen facilities while permitted to be in the space.*
- *Marketing assistance using the proposed venue's channels and press connections.*
- *Specify staffing for the event (i.e. security guards, tech personnel, etc.)*
- *Garbage Removal*

The applicant agrees to return the space to the condition it was found in. [To protect yourself, include specifications for garbage removal/cleanup so you do not lose a deposit or get charged a cleaning fee.]

This *Letter of Agreement* is expressly conditioned upon the award of the grant monies to the applicant from Staten Island Arts.

The applicant shall notify the aforementioned site promptly upon receipt of notification of the disposition of the grant application from Staten Island Arts. If the grant application has not be approved or if the award notification is not received by the applicant from Staten Island Arts on or before January 30th, then this *Letter of Agreement* shall be cancelled without liability to either party and the parties shall have no further obligation to one another.

Signature and Title, Conduit Organization

Date

Signature of Applicant

Date