

Updated 1/5/12



Rental #: \_\_\_\_\_

### RENTAL CONTRACT

Date of Event \_\_\_\_\_ Today's Date \_\_\_\_\_

Organization/Individual Name \_\_\_\_\_

Telephone \_\_\_\_\_

Daytime

Evening

Cell

Address

City

State Zip

Type of Event \_\_\_\_\_ No. of Guests \_\_\_\_\_

Time of Event (from) \_\_\_\_\_ (to) \_\_\_\_\_

RENTAL SPACE:  Bates Community Room (max. 100 or 60 seated at tables / deposit \$200)

Children's Learning Area (maximum 20 people / deposit \$50)

Art Studio (maximum 20 people / deposit \$50)

Food Served:  Yes  No / Alcohol Served:  Yes  No

Renter will need the following: # tables \_\_\_\_\_ # chairs \_\_\_\_\_ # table cloths \_\_\_\_\_

*(Please note: we must have at least 1 week advance notice in order to provide table cloths)*

Exhibition Access:  no  Tour  Gallery Open Time Frame \_\_\_\_\_

**I have read the Rental Policy and Rates for this rental at the Gadsden Arts Center and agree that I will abide by all requirements stated therein and take full responsibility for the rental event and all who participate in or attend it.**

Responsible Party Signature \_\_\_\_\_ Date \_\_\_\_\_

**Rental Fees for this Contract:**

Rental Fee \$ \_\_\_\_\_

7.5 % Sales Tax (on rental fee only) \$ \_\_\_\_\_

Table Cloth Rental (# x \$6.00 each) \$ \_\_\_\_\_

Security (\$25/hr., 3 hour min.) \$ \_\_\_\_\_

Miscellaneous \$ \_\_\_\_\_

Sub-total Rental Fee \$ \_\_\_\_\_

Security Deposit \$ \_\_\_\_\_\*

*\*refundable/see contract details*

TOTAL DUE 1 WEEK PRIOR to event \$ \_\_\_\_\_

Payments Received (Visa/MC/cash):

\$ \_\_\_\_\_ Date Paid \_\_\_\_\_

\$ \_\_\_\_\_ Date Paid \_\_\_\_\_

Security Deposit will be returned within 30 days of the event if there are no damages to the building or equipment used.

Return check made payable to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Deposit Sent: \_\_\_\_\_



## RENTAL RATES

### **DAYTIME EVENT**

*Average Duration: 2-6 hours; cleanup required by 5pm* 7.5% sales tax

#### **BATES COMMUNITY ROOM**

1 to 50 Guests.....	\$125.00	9.38
51 to 100 Guests (maximum 60 seated at tables).....	\$225.00	16.88

#### **CHILDREN'S LEARNING AREA OR ART STUDIO**

Up to 20 guests.....	\$25/HR	+ tax
Luncheon Tours: up to 20 guests, *50% tour participation required.....	\$0 w/café order or \$25/hr.*	

### **EVENING EVENTS**

*Average Duration: 4-6 hours; cleanup required by or before 11:30pm.*

#### **BATES COMMUNITY ROOM**

1 to 50 Guests.....	\$275.00	20.63
51 to 100 Guests.....	\$375.00	28.13

#### **CHILDREN'S LEARNING AREA OR ART STUDIO**

Up to 20 guests.....	\$35/HR	+ tax
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**ENTIRE DAY (8am-6pm)**.....\$ 500.00 (7.5% Sales Tax: \$37.50)

### **PLEASE NOTE**

**INCLUDED:** the use of available tables (round and rectangle) and chairs

**AVAILABLE:** white floor-length tablecloths at a rate of \$6.00 each

**ATTENDANCE:** will be monitored. An additional charge will be deducted from the security deposit for extra guests over the number specified on the rental contract.

**The following additional charges must be paid when the contract is signed:**

- **Security Deposit Community Room \$200 / CLA or Art Studio \$50**
- **Security (if alcohol served at event) .....\$25/hour, 3 hr. minimum**

Information: Grace Maloy or Becky Reep, (850) 875-4866

*These Rules, Regulations and Prices are effective March 18, 2010 are subject to change.*



## **RULES AND REGULATIONS**

- 1. Availability:** The second floor of The Gadsden Arts Center is available for rent to individuals and/or community groups by reservation. For information or to make a reservation, contact the Special Events Coordinator at (850) 875-4866. A scheduled appointment will be necessary to view the accommodations, to review the contract, and to plan details of the event. **The first floor is not a rental space.**
- 2. Payment/Confirmation/Cancellation:** Payment of rental, deposit, and cleaning fees are required upfront to reserve the space for the event. Checks need to be made payable to Gadsden Arts Center and returned with the signed contract. Written notification of cancellation must be received 30 days before an event for a full refund of the rental fee. Fifty (50%) of the rental fee will be refunded if cancellation is made less than 30 days before the event. The renter will forfeit all rental fees for cancellations made 10 days or less before the event; however, the cleaning fee and security deposit will be refunded.
- 3. Damage Liability:** Renter is fully liable for any and all damage to the Gadsden Art Center's facility and contents. Renter is also liable for damages and/or injuries incurred by event-related personnel, entertainers, and/or guests while on the premises and/or while transporting to and from the event. Renter will indemnify and hold the Gadsden Arts Center harmless from and against any and all claims for injuries and damages incurred by any persons or to any property as a result of or arising out of the use and occupancy of the Center by the Renter or the Renter's agents or guests.
- 4. Gallery Access:** The Gadsden Art Center's first-floor galleries are open to the public during regular operating hours with the sole purpose of exhibiting art. Under no circumstances may any rental activities be held in these galleries. A gallery may be opened after hours, upon advance request and for a limited period of time, to allow rental guests to view the current exhibition. Artwork on display may not be moved or touched by Renter, Renter's Agents or Guests at any time for any reason.

5. **Food and Beverages** are confined to the second floor. Alcohol may be served (not sold) within the Gadsden Arts Center. Security is required if alcohol is served. Security will be provided by the GAC. The renters assume all responsibility and liability for the safe and legal consumption of alcohol. Only those guests of legal age may be served alcoholic beverages. No smoking is allowed inside the premises.
6. **Kitchen Accommodations:** A kitchen is available on the second floor to warm and serve food; however, the kitchen is not to be used for cooking. **No open flames or sterno allowed.** The caterer is required to leave kitchen in pre-rental appearance and condition.
7. **Decorations:** Renters are responsible for decorating for the event. No candles or open flames permitted. No live plants (with the exception of flowers), confetti, rice and glitter are allowed. No decorations may be attached to walls, windows, moldings, ceilings, or art work.
8. **Setup, Cleanup and Breakdown:** Renter is responsible for set up and cleanup. Renter is responsible for arranging tables and chairs and folding and returning them clean to storage areas before leaving. Renter is responsible for placing soiled tablecloths in container for cleaning. All leftover food, beverages, containers, and all trash (bathrooms included) must be collected and bagged. All trash must be placed in containers located outside in the back of the building. Any extra bags that don't fit in the container must be hauled off. The renter agrees to leave the area in its original pre-rental appearance and condition. Condition and appearance will be assessed after event by Gadsden Arts Center staff.
9. **Time constraints:** For evening events, renters must cleanup and vacate the premises by 12:00 midnight.
10. The GAC reserves the right to evict any attendee, renter, or the entire party for public intoxication, vandalism, or violation of any of the guidelines listed above. In such an event, there will be no refund of rental fee or clean-up/damage deposit.