

GADSDEN ARTS CENTER & MUSEUM

RENTAL CONTRACT

Rental #: _____

Date of Event _____ Today's Date _____

Organization/Individual Name _____

Telephone _____ Email: _____

House _____ Cell _____

Address _____ City _____ State _____ Zip _____

Type of Event _____ No. of Guests _____

Time of Event (from) _____ (to) _____

RENTAL SPACE: ___Bates Community Room
 (max. 100 or 50 seated at tables / deposit \$200)
 ___Art Studio (maximum 20 people / deposit \$50)

Food Served: ___ Yes ___ No

Alcohol Served: ___ No ___ *Yes ___ Insurance Certificate received on _____ date.

**Proof of a special event liquor liability insurance policy for the date of your event is required along with the completed contract and paid deposit to secure your event date.*

Renter will need the following: # tables _____ # chairs _____ # table cloths** _____

***We must have at least 2 weeks 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 & Museum 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 Name _____ Signature page completed _____

Responsible Party Phone _____ Date _____

Rental Fees for this Contract:	
Security Deposit*	\$ _____
\$ _____ Date Paid _____	
Rental Fee	\$ _____
Table Cloth Rental (# x \$8.00 each)	\$ _____
Security (\$25/hr., 3 hour min.)	\$ _____
Sales Tax (7.5%)	\$ _____
TOTAL DUE 1 Week Prior to Event	\$ _____
Payments Received (Visa/MC/cash):	
\$ _____ Date Paid _____	

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

Refund by:

___ Return Check

Payable to: _____

Address: _____

___ Credit Card: Visa/MC/Discover
(Circle One)

No. _____

Exp. Date: _____ Billing Zip: _____

Deposit Sent: _____

GADSDEN ARTS CENTER & MUSEUM

Please initial each item.

___ **I have read the Rental Policy and Rates for this rental at the Gadsden Arts Center & Museum and I will abide by all requirements stated therein and take full responsibility for the rental event and all who participate in or attend it. (Reference pages 4-5, items 1-10.)**

___ **Decorations:** No candles or open flames permitted. No live plants in soil (cut flowers in water are OK); no confetti, rice or glitter are allowed. No decorations may be attached to walls, windows, moldings, ceilings, or artwork. No art may be moved.

___ **Alcohol:** I have indicated "yes" on page one if alcohol is to be served at this event, and I understand that security must be present, arranged by Gadsden Arts, at my cost (\$25/hr, min. 3 hours) and that I must provide proof of a special event liquor liability insurance policy with \$1 million dollar value in order to confirm my reservation.

___ **Evening Events:** I understand that our event must be completely cleaned up, tables and chairs properly stored, floors swept, and trash or food taken out to the dumpster, so that the building may be securely locked by 11pm. I also understand that security must be present, arranged by Gadsden Arts, at my cost (\$25/hr, min. 3 hours) for all evening events.

___ **Setup and Cleanup:** I/we understand that the renter is responsible for setup and cleanup of the event.

___ **Attendance:** I/we understand that attendance will be monitored and any additional fee resulting from additional guests will be deducted from my deposit.

Responsible party name _____

Responsible party signature _____

Date _____

Witness

Gadsden Arts, Inc. staff name _____

Gadsden Arts, Inc. staff signature _____

GADSDEN ARTS CENTER & MUSEUM

**RENTAL RATES
AVAILABLE TUESDAY-SATURDAY ONLY**

DURING OFFICE HOURS (10am-5pm Tuesday-Saturday)

Event Duration: up to 4 hours; cleanup required by 5pm

7.5% sales tax

BATES COMMUNITY ROOM

1 to 50 Guests (maximum 50 seated at tables).....	\$175.00	13.12
51 to 100 Guests (audience seating or standing/seated mix).....	\$275.00	20.62

CHILDREN'S LEARNING AREA OR ART STUDIO

Up to 20 guests	\$25/HR.....	+ tax
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AFTER HOURS (After 5pm)

Event Duration: up to 5 hours; cleanup required by or before 11pm.

BATES COMMUNITY ROOM

1 to 50 guests (maximum 50 seated at tables).....	\$325.00.....	24.37
51 to 100 guests (audience seating or standing/seated mix).....	\$425.00.....	31.87

SECOND FLOOR ART STUDIO

Up to 20 guests	\$75/HR.....	+ tax
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ENTIRE DAY 10am-5pm *setup at 9am, cleanup by 5pm* \$ 500.00 (7.5% Sales Tax: \$37.50)

PLEASE NOTE

INCLUDED: the use of available tables (round and rectangle), chairs, and projector screen

AVAILABLE: white floor-length tablecloths at a rate of \$8.00 each (*must reserve in advance*)

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

Security Deposit Community Room \$200 / Art Studio \$50

Security (if alcohol served at event)\$25/hour, 3 hr. minimum

Information: Grace Robinson (850) 627-5020

Becky Reep or Anissa Ford (850) 627-5023



- EST. 1994 -

RULES AND REGULATIONS

These Rules, Regulations and Prices are effective April 19, 2016 and subject to change.

Availability: The Gadsden Arts Center & Museum second floor Bates Community Room, restrooms and catering kitchen are available for rent to individuals and/or community groups of up to 100 persons (standing or seated in an audience-type arrangement) or up to 50 persons seated for a meal. Exhibition galleries on the first and second floors are not rental spaces. Rentals must be confirmed by reservation, with prior approval of the Executive Director, a completed contract, signed by the Executive Director or designated staff, and a paid deposit. Rentals are not available on Sundays or Mondays; availability after hours on other dates is contingent on existing scheduled events and the availability of museum staff members to work additional hours. The full rental fee, plus tax, is due one week prior to the event. The damage deposit is refunded within 30 business days following event, contingent on satisfactory inspection of the rental facilities. For information, call the Executive Director at 850-627-5020. A scheduled appointment is necessary to view the accommodations, contract, and plan details for the event.

Payment/Confirmation/Cancellation: Payment of rental, deposit, and all fees are required up front to reserve the space for the event. Checks must be made payable to Gadsden Arts, Inc. and returned with the signed contract along with an insurance certificate if alcohol is served. 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 security deposit will be refunded.

Damage Liability: Renter is fully liable for any and all damage to Gadsden Art Center & Museum facilities or equipment. 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 Gadsden Arts, Inc. 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 Gadsden Arts by the Renter or the Renter's agents or guests.

Gallery Access: The Gadsden Art Center & Museum's four 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(s). Artwork on display may not be moved or touched by Renter, Renter's Agents or Guests at any time for any reason.

Food and Beverages are confined to the **Bates Community Room**. Alcohol may be served (not sold) within the Gadsden Arts Center & Museum if appropriate insurance has been received as required. **Security and a special event liquor liability policy for the date of your event are required if alcohol is to be served.** Security will be arranged by Gadsden Arts with the fee added to the rental contract. **Renter will purchase the special event liability insurance policy with \$1 million dollars coverage** and provide the certificate of insurance to Gadsden Arts in order to secure the facility for the desired event date. The renters assume all responsibility and liability for the safe and legal consumption of alcohol. Only those guests of legal age may be served or consume alcoholic beverages. No smoking is allowed inside the premises or near entry doors.

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 are allowed. The caterer is required to leave kitchen in pre-rental appearance and condition.

Decorations: No candles or open flames are permitted. No plants in soil, confetti, rice, or glitter are allowed. Cut flowers in water are permitted. No decorations may be attached to walls, windows, ceilings, or artwork. Decorations may be arranged on tables and chairs. All equipment will be left in original condition.

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 designated container for cleaning. All leftover food, beverages, containers, and all trash (bathrooms included) must be collected and bagged. Renter will ask staff to accompany them to place trash in appropriate dumpsters. Any extra bags that don't fit in the dumpster must be hauled off. The renter will also sweep up or vacuum any food/crumbs. Renter agrees to leave the area and storage closet in their original pre-rental appearance and condition. Condition and appearance will be assessed after event by the Gadsden Arts, Inc. Executive Director or staff designated by the director.

Time constraints: For evening events, renters must cleanup and vacate the premises by 11pm.

Gadsden Arts, Inc. 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.