



RENTAL CONTRACT

Rental #: _____

Date of Event _____ Today's Date _____

Organization's/ Individual's Name _____

Home Phone _____ Cell Phone _____ Email _____

Type of Event _____ No. of Guests _____

Setup Time _____ Event Time (From) _____ (To) _____

**Cleanup must be completed by 5pm. Maximum event duration 4 hours..*

RENTAL SPACE

Bates Community Room- maximum 60 Guests

Food Served Yes No

Alcohol Served Yes No Insurance Certificate received on _____

**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:

No. of Tables _____ No. of Chairs _____ No. of Tablecloths (@ \$10 each) _____

**Two weeks advanced notice is required in order to rent table cloths.*

Exhibition Tour Requested Yes; time _____ No

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 therein and take full responsibility for the rental event and all who participate in or attend it.

Responsible Party Name _____ Page 2. initial when completed _____

Responsible Party Phone _____ Date _____

Responsible Party Address _____ City, St, Zip _____

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 herein and take full responsibility for the rental event and all who participate in or attend it. (Reference pages 4-6, items 1-10.)

_____ **Decorations: Not permitted:** candles or open flames, confetti, rice, glitter, or live plants in soil, (cut flowers in water are OK). 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/hour, min. 3 hours) and that I must provide proof of a special event liquor liability insurance policy with a \$1-million-dollar value in order to confirm my reservation.

_____ **Setup and Cleanup:** I understand that the Renter is responsible for the setup and cleanup of the event, within regular operating hours of the museum (10am-5pm); and that the museum will deduct from the deposit \$50/half hour "over time" for cleanup extending past 5pm.

_____ **Attendance:** I understand that attendance will be monitored, and the total number of guests must remain at or below the maximum of 60 people.

Responsible Party Name _____

Responsible Party Signature _____

Date _____

Witness

Gadsden Arts, Inc. Staff Name _____

Gadsden Arts, Inc. Staff Signature _____



RENTAL RATES

Available Tuesday - Saturday Only (10am - 5pm)

Event Duration: up to 4 hours. Setup after 9:15am, cleanup required by 5pm.

**added fee may apply, see page 2*

Rental Item	Cost	7.5% Sales Tax
Security Deposit (Refundable)	\$200	\$0.00
Rental Space for 1-60 Guests, event duration maximum 4 hours	\$250.00	\$18.75
Cleaning Fee	\$50.00	\$3.75
Tables and Chairs	\$0.00	n/a
Tablecloths	\$10.00/each	Total * 7.5%
Security Personnel*	\$25/hour, 3-hour min.	n/a

PLEASE NOTE

**Security Deposit- \$200, required with 3-page contract to confirm rental date.
Insurance Certificate-required with contract if alcohol is served at the event.**

Information: Grace Robinson, 850.627.5020

Rental Fees for this Contract	
Security Deposit	
\$ _____	Date Paid _____
Rental Fee	\$ _____
Table Cloth Rental (x \$10 each)	\$ _____
Cleaning Fee	\$ _____
SUBTOTAL	\$ _____
Sales Tax (7.5%)	\$ _____
Security (\$25/hour, 3-hour min.)	\$ _____
TOTAL DUE (One week prior to event)	\$ _____
Payment(s) Received (Visa/MCard/Cash/Check)	
\$ _____	Date Paid _____
\$ _____	Date Paid _____

<i>Security Deposit will be returned within 30 days of the event if there are no damages to the building or equipment used.</i>	
Security Deposit Refund	
<input type="checkbox"/> Return Check	
Payable to: _____	
Address: _____	

<input type="checkbox"/> Credit Card	
Visa <input type="checkbox"/> MCard <input type="checkbox"/> Discover <input type="checkbox"/>	
No. _____	
Exp. Date _____ Billing Zip _____	
Date Sent _____	



RULES AND REGULATIONS

These Rules, Regulations and Policies are effective 9/26/2017 and subject to change.

Availability: The Gadsden Arts Center & Museum second floor Bates Community Room, restrooms and warming kitchen are available for rent to individuals and/or community groups of up to 60 persons for up to four hours per event. Exceeding time or guest limit will constitute forfeit of deposit and/or event termination. Exhibition galleries on the first and second floors, the museum lobby, and art studios are not rental spaces. Rentals must be confirmed by reservation, with a completed contract, approved and signed by the Executive Director, a paid deposit, and insurance certificate if alcohol is to be served. Rentals are available only during museum operating hours (Tuesday - Saturday, 10 am -5pm). Availability is contingent on existing scheduled events. For information, call the Executive Director at 850-627-5020. A scheduled appointment is necessary to view the accommodations and plan details for the event.

Payment/Confirmation/Cancellation: Approved by Executive Director-Payment, deposit, and provision of insurance certificate (if alcohol is to be served) are required to reserve the Bates Community Room for the event. Checks must be made payable to Gadsden Arts, Inc. and returned with the signed contract along with an insurance certificate (if applicable). Written notification of cancellation must be received 30 days before an event for a full refund of the rental fee. Fifty percent (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 7 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 Arts Center & Museum facilities or equipment. Renter is also liable for damages and/or injuries incurred by event-related personnel 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 Arts 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 guided tour of our exhibition(s) may be scheduled for rental guests with two weeks' advanced request. Guests are also welcome to view exhibitions individually. Artwork on display in the Bates Community Room may not be moved or touched by Renter, Renter's Agents, or Guests at any time for any reason.



Food and Beverages: All food and beverages are confined to the Bates Community Room. Alcohol may be served (**not sold**) within the Gadsden Arts Center & Museum if an appropriate event insurance certificate has been received with the rental contract, as required. Security is also required if alcohol is to be served and 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 coverage** and provide the certificate of insurance to Gadsden Arts in order to secure the facility for the desired event date. The Renter(s) 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 may not be used for cooking. No open flames or Sternos are permitted. The caterer or Renter is required to leave kitchen in pre-rental appearance and condition.

Decorations: NOT PERMITTED: candles or open flames, confetti, rice, glitter, or live plants in soil. (Cut flowers in water are OK). No decorations may be attached to walls, windows, moldings, ceilings, or artwork. No art may be moved. Decorations may be arranged on tables and chairs. All equipment will be left in original condition.

Setup, Cleanup, and Breakdown: Renter is responsible for setup and cleanup. Cleanup must return the Community Room, bathrooms, and kitchen to pre-rental event condition. Renter is responsible for arranging tables and chairs and for wiping clean, folding and returning them to storage closet before leaving. Renter is responsible for placing soiled tablecloths in designated container for cleaning. Renter will collect and bag all leftover food, beverages, containers and all trash (bathrooms included). Renter will ask staff to accompany them to place trash in appropriate dumpsters. Any extra bags that do not fit in the dumpster must be hauled off. The renter will also sweep up or vacuum any food/crumbs. Renter agrees to leave the Bates Community Room, kitchen, and storage closet in their original pre-rental appearance and condition. Appearance and condition will be assessed after event by the Gadsden Arts, Inc. Executive Director or staff designated by the director prior to any refund of deposit. Cleanup must be completed prior to 5pm. A fee of \$50 per 15 minutes will be deducted from the deposit for cleanup that extends past 5pm.

Gadsden Arts, Inc. reserves the right to evict any attendee, Renter, or the entire party for public intoxication, vandalism or the violation of any guidelines listed above. In such an event, there will be no refund of rental fee or clean-up/damage deposit.