



**GLYNN VISUAL ARTS
FACILITY RENTAL
TERMS OF AGREEMENT**

Please Print

Name _____ Date: _____

Address _____ City _____ ST _____, Zip _____

Phone _____ Cell _____

E-Mail _____

Type of event: _____

Day & Date of event: _____ Hours of the event _____

Deposit _____ Date Paid _____

Full Pay _____ Date Paid _____

USE OF GALLERY SPACE:

A. SCHEDULING:

1. Events may be scheduled to begin after business hours (5:30) Tuesday through Saturday and Sunday and after 10:00 a.m.
2. Events scheduled for Tuesday through Thursday must end no later than 11:00 p.m. Events on Friday and Saturday must end no later than 12:00 a.m. (midnight).
3. The building must be cleaned and vacated before 2:00 a.m.

- B. A staff person of the Glynn Visual Arts shall be present for all events scheduled. An attendant fee per hour will be charged in addition to facility rental fees. Additional attendant may be required if guests exceed 125 people. If the attendant must remain after the contracted ending time, including because guests, band, etc. have not left the premises, prorated hourly rate is doubled.

- C. Lessee organization or individual shall be responsible for all damage to the property except the wear occasioned by reasonable and careful use of the facility. Lessee shall be responsible for seeing that guests refrain from touching or leaning against artwork in the gallery. Lessee shall be responsible for cost to repair any damage to the premises occurring as a result of acts or omissions of Lessee or Lessee's guests; damages are payable immediately upon receipt of invoice.
- D. All Lessees using the Glynn Visual Arts facility must carry their own liability insurance for any incidents arising from their use of the facility. Proof of insurance must be provided at the time of contract signing.
- E. Smoking and/or lighting of any substance, including candles, are not allowed in the gallery.
- F. The use of tacks, pins, glue, nails, or tape of any kind is not permitted on the walls, floors, and ceilings in the gallery or classrooms.
- G. Confetti, glitter, bubbles, Silly String or artificial snow is prohibited.
- H. Fog machines may not be used.

FEES:

- A. Rental rates for the main Gallery and large classroom with the use of small classroom for catering are based on a **4-hour minimum** Additional time will be billed in one-hour increments.
 - 1. Main Gallery with use of large classroom (1600 square feet) and small classroom: **\$400 + \$100/hour for each additional hour over 4**
 - 2. Main Gallery (1000 square feet) with one small classroom: **\$300 + \$75/hour for each additional hour.**
 - 3. Large Classroom when available 10:00 am to 11:00 pm: **\$75.00 per hour with a 2 hour minimum.**
 - 4. Small classroom (360 square feet) available 10:00 am to 11:00 pm: **\$35.00 per hour with a 2 hour minimum.**
- B. Additional required fees:
 - 1. Cleaning and damage deposit for an evening party or event where food and/or alcohol are served: **\$200.00** This is refundable if no damage or excessive cleaning is needed. There is no deposit for the small classroom.
 - 2. Cleaning Fee: **\$50.00 with no food.**
 - 3. Building Attendant Fee: **\$10.00 per hour.** This fee is doubled if Lessee remains in the building beyond the scheduled end of rental.

4. Set up and Breakdown: From **\$10.00 to \$25.00 per hour** if Glynn Art staff is required. (Prior arrangements must be made at time of booking).
- C. Payment Timeline and Cancellations:
1. The **\$200.00** refundable deposit is due at the time of the reservation for use of the Gallery and/or large classroom for an event where food and/or alcohol are served.
 - a. Refundable if: (1) balance of rental is paid in full; (2) no fees are accrued at the time of the event; (3) no damage or excessive cleaning after said event.
 2. The remaining balance for all rentals and estimated fees will be due 30 days before the event.
 3. Cancellations must occur 90 days prior to the event. All fees will be refunded
 4. If cancellations that occur less than 90 days before the event, 50% of the deposit will be refunded.

CATERING AND ALCOHOL POLICY

- A. Catering: Glynn Visual Arts does not provide catering service.
1. Caterer must be licensed to prepare and serve food.
 2. Caterer or Lessee must provide all dishes and serving pieces.
 3. Caterer must provide personnel for preparing and serving refreshments and personnel for cleaning and washing dishes after the event.
 4. Tables and chairs must be rented through the caterer or an outside source. Tables and chairs must be delivered and picked up within a 24 hour period of the event. Must be set aside and ready for pick-up.
- B. Alcohol policy: Only licensed caterers may serve alcohol.
1. Lessee must provide security if alcohol is being served.
 2. Event forms and associated fees must be sent to the County by caterer or Lessee.
 3. The building attendant will notify the Lessee if a guest overindulges and demand that such guest cease drinking.

RESPONSIBLE PARTY:

- A. The Lessee is responsible for any damage done to the building, furniture, and art works.
- B. The Lessee must remove all personal property at the end of the event. Glynn Visual Arts will not be liable for damage or loss of said property.

1. There will be an additional charge for the storage of said personal property.
- C. Lessee is responsible for any children that are guests at the event.

TERMS OF CONTRACT:

I, the Lessee, acknowledge that I have read this Contract and agree to the rules and guidelines for rental of the Glynn Visual Arts Center.

Lessee Signature

Date

GVA Director Signature

Date

Last Update: 11-09-16