



RENTAL CONTRACT

All scheduling of events must be approved and signed by the Director or Assistant Director. Rentals are made on a first come – first served basis. A rental is not secured until the rental contract has been signed.

Rental Policies and Procedures

Organizations using the facility must have purposes compatible with those of the Arts Center. The Colquitt County Arts Council, Inc. has the right to refuse any rental

The deposit is \$250 and cancellation of a rental by the renter for any reason after the security deposit has been paid forfeits refund of the deposit in its entirety. Acts of nature, mechanical failure, or electrical failure shall not constitute a per se refundable event.

The rental balance must be paid 2 weeks before any set-up may begin. Non-payment of the rental fee by the event date will void this agreement and the rental date.

The individual reserving the building will be fully responsible for any damage or loss to the building (including damage to the carpet and walls), its contents, or its grounds jointly and severally with the organization he/she represents or is affiliated with. Upon the event of such damage or loss, the reserving party will further be responsible for immediate notification to the Executive Director of any such damage or loss and will be responsible for immediate reimbursement.

The Arts Center does not furnish refreshments, flowers, glassware, or paper products for functions other than those directly sponsored by the Arts Center.

The reserving party must take every measure to assure the Colquitt County Arts Council, Inc. that the works of art on display will not be disturbed and that the reserving party will be responsible for any damage or loss of art works. The liability on the part of the reserving party described in paragraph four (4) above applies to any and all art on display or located at the Arts Center.

No art work may be removed, adjusted, or otherwise moved during the rental period.

The Colquitt County Arts Council, Inc. is not responsible for any equipment, supplies, materials, or other items owned by any organization or individual and used at the Arts Center, and the Arts Council will store no such equipment, supplies, or material.

The renter reserving the facility, jointly and severally with the organization he/she represents or is affiliated with hereby agrees to hold The Colquitt County Arts Council, Inc. and the Colquitt County Arts Center harmless of any and all liability, loss, theft, or injury or other loss which the reserving party, his/her guest, or vendors may suffer or incur by reason of any injury to or death of any person, or damage to any of the renter's property, or its vendors' property, caused by the reserving party's guests or vendors' employees. The facility will not be scheduled for the exclusive use by any single organization on a regular or sustained basis except when co-sponsored by the Arts Council.

The building and grounds must be left in the same order in which they were found. The reserving party is responsible for disposing of all trash into the dumpster and removing any and all food/beverages before leaving the premises. Other items that are the property of the renter must also be removed by the contractually agreed upon time. If deemed necessary, the Arts Center custodian will clean-up following the event. An additional fee of \$25/hr will be deducted from the renter's deposit for this service.

No open flame or smoke making devices, including pyrotechnics, may be used at the Arts Center. If candles are used, they must be stationary. Plastic must be used under candle holders that are placed on the floor.

No rice may be thrown at the Arts Center. According to Georgia law, rice throwing is prohibited because of its potential damage to birds. In addition, birdseed may not be thrown in the building, but is permitted outside of the building. If thrown outside on walks or steps, birdseed must be swept clean. All net and ribbon must be picked up from Arts Center grounds. The same holds true for bubbles and their containers, outside the building. If the Arts Center custodian has to clean-up the grounds following the event, a \$25/hr fee will be deducted from the security deposit. Any remaining charges will be billed to the renter.

Tampering with the electricians or plumbing or any structural part of the Arts Center will result in forfeiture of the renter's entire security deposit.

If the fire or police department are called to the renter's event because of a disturbance or false alarm, a \$125 fee will be charged to the renter.

The Arts Center hires an individual (point person) to unlock and open the Arts Center, to answer any questions, and to be present during the entire event, including set-up and break-down. Please note this person is not available to set-up or clean up as part of this contract. The charge for the point person is \$35 for the first 2 hrs/per day and \$12 for every hour after that per day.

The renter must specify opening and closing times other than office hours and will be met by the CCAC point person at the agreed upon times for this purpose. It is recommended that the renter coordinate with the florist, caterer, etc. to accommodate the office business hours. Once the building is open, it must never be left unattended.

The Arts Center is available for use between 10:00am and 11:00pm unless otherwise approved by the Director. A \$100/half-hour fee will be billed to the renter if these times are not adhered to. All functions are to end at the contractually agreed upon time. The Arts Center reserves the right to insist that the reserving party, guests, caterers, or other persons affiliated with the reserving party leave the Arts Center at the contractually agreed upon time.

The renter may use only the space contracted for rental. This includes use of the garden area. Rental of all spaces includes use of designated restroom facilities.

Regarding the ballroom, kitchen, media room, league room, and solarium, the Arts Center must be informed at least two weeks prior to the event regarding time needed for set-up, clean-up, deliveries, etc. It should not be assumed by the renter that the Arts Center will be available for set-up the day before or clean-up the day after a rental. The day before and the day after your rental will be left open for others to rent until one week before your rental is to occur. If at that time a rental has not been contracted for the space that you have reserved on the day before or the day after your event, then you may set-up the day before and/or clean up the day after the event. If another party is interested in using the facility the day before or the day after your event and it is not within the one week period before your event, we will notify you and give you the option of paying a fee to guarantee that the space that you have rented will not be rented on the day before or the day after. If you wish to guarantee the availability of the space the day before and/or the day after the event, a \$100/day fee will be charged. If approved, setup hours are 10:00am to 5:30pm, Monday-Friday, and during the agreed upon times on Saturdays and Sundays. If the rental takes place on a Saturday or Sunday, clean-up is not expected until the following Monday provided no other rentals are scheduled that same week-end

Regarding Wright Auditorium, the Arts Center must be informed at least two weeks prior to the event regarding time needed for set-up, clean-up, deliveries, etc. Wright Auditorium will be available for set-up and rehearsals two days before the event. If set-up and rehearsals occur between the hours of 10:00am and 5:30pm, Monday – Friday, there will be no additional charge. If set-up time or rehearsal time is needed outside of the allotted time a fee of \$75/per day will be charged to rent the space. A CCAC point person will also need to be hired for outside hours at the specified rate. Clean-up after the event is expected to be completed by the close of business the day following the rental. If the rental takes place on a Saturday or Sunday, clean-up will be expected to be complete at the close of the next day.

The renter agrees that performers, agents, and employees shall not conduct themselves so as to excite or entice patrons to participate in the show or to leave their seats, which could create a hazardous situation. An Arts Center Technician must operate the sound and light system if applicable to your event. The Technical Fee for the event will be \$75. This will include use of the Technician for up to two (2) hours. If a technician is required for additional time for the event or for set-up/rehearsal, \$15/hr fee will be charged. No food or drink of any kind is allowed in the Auditorium or on the Auditorium stage. Smoking is not permitted inside the building. Smoking is permitted outside of the building. The renter is responsible for cleaning-up butts that are thrown in flowerpots, flowerbeds, grass, etc.

No vehicle of any kind may enter the gates to the garden for any purpose. All loading and unloading should take place outside of the gates.

Please be careful when setting-up tables, chairs, props, or other decorations. Please do not drag or roll items across the floor. Be sure that all tables and chairs have rubber tips on them.

If there is a charge to attend your event, 10% of the box office receipts shall be paid to the Arts Center (applies only to commercial events).

The Arts Center will charge a \$20/hr security fee for all rentals. This covers the cost of a professional security guard during your event for up to 100 guests. If more than 100 guests will be present at your event, the cost will be \$40/hr which will cover two security guards.

Food or beverage tables may be set-up in the galleries only if approved by the Director.

When renting a gallery space, a Colquitt County Arts Center employee is to be present at your event to secure these areas.

The Arts Center's costumes and props are not to be used unless approved by the Director and signed out from in the office.

Rental Fees

Please designate the space/equipment you are agreeing to rent by placing an "X" next to the space/equipment and fill in other respective information.

Facility

- Ballroom, Kitchen, League Room, Media Room & Solarium \$650_____
- Ballroom, Kitchen, Solarium \$500_____
- League Room, Media Room, Board Room,& Dance Studio \$100_____
- Kitchen \$200_____
- Sculpture Garden \$300_____
- Vereen Gallery \$300_____
- McCall Gallery \$200_____
- Board Room \$50_____
- Dance Studios \$100_____
- Kaleidoscope Room \$100_____
- Gallery Staff Fee - \$12/per hr. Hrs. ___x \$12 \$_____
- Auditorium \$400_____
- Kaleidoscope Room \$100_____
- Tech Fee – First 2 hrs/\$75 per day \$_____
- Additional Tech Fee - \$15 per hr Hrs. ___x\$12 \$_____
- Piano Rentals(Grand or upright) \$100_____
- Extra Day Guarantee \$100_____
- Cleaning Fee \$50 flat fee or \$125 for full clean-up \$_____
- Point Person Fee – First 2 hrs/\$35 per day \$_____
- Additional Point Person Fee - \$12 per hr \$_____
- Security Fee \$20/per hr. Hrs. ___x\$20 \$_____
- 60" round tables(seat 8) No. of tables ___x\$9each \$_____
- 6' buffet tables No. of tables ___x\$6each \$_____
- White folding chairs No. of chairs ___x\$1each \$_____
- Stage \$50_____

A. Application for Rental

Name _____

Address _____

Telephone _____

Member of the Arts Center yes__ no__

Date of Rental _____

Opening Time _____

Closing Time _____

Purpose of Rental _____

Number of Guests _____

Set-up Date _____

Set-up Time _____

Clean-up Date _____ **Time** _____

Incidentals Incurred During/After Rental

•	\$ _____
•	\$ _____
•	\$ _____
Rental Fees	\$ _____
Less Deposit	\$ _____
Total Due	\$ _____

I have read the regulations of the Colquitt County Arts Council governing the use of the building, and I agree that I or the group which I represent will abide by them, and I further understand that I am individually responsible for any damage or loss to the building or its contents or grounds and that the organization which I represent is jointly and severally liable for any damage or loss to the building or its contents or grounds.

Signature of Renter _____ Date _____

Signature of Director _____ Date _____