

Rental of Ballroom, Dance Studio or Gallery Spaces

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

Policies & Procedures

The individual reserving the building will be fully responsible for any damage or loss to the building (including damage to the flooring 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.

Acts of nature, mechanical failure, or electrical failure shall not constitute a per se refundable event. The rental balance must be paid in full 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.

No open flame or smoke making devices, including pyrotechnics, may be used at the Arts Center. No command strips or hooks may be used on the walls. 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.

Tampering with the electrics or plumbing or any structural part of the Arts Center will result in forfeiture or 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 has the right to cancel an event if police are called.**

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 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.

Should the renter need to cancel the event, deposit is nonrefundable but can be applied to another rental within one year from the initial rental date.

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.

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

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.

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.

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 Arts Center will charge a \$30/hr security fee for all rentals where alcohol may be provided. 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 \$60/hr which will cover two security guards.

The Arts Center is a drug-free workplace and learning community. The unlawful manufacture, sale or attempted sale, distribution, dispensing, possession or use of controlled substances by employees, students or members of the campus community is prohibited on Arts Center property.

Renter shall indemnify, defend and hold harmless the Colquitt County Arts Center, and CCAC members, agents, contractors, employees and mortgagees, from and against (i) any and all liability, penalties, losses, damages, costs and expenses, demands, causes of action, claims or judgments arising from any injury to any person or persons (including death) or any damage to any property as a result of the Event or any activities or actions of any persons in connection with the Event, and (ii) all legal fees, expert fees or other professional fees and court charges incurred in connection with any of such matters and the defense of any action arising out of the same. Prior to the Event, Renter shall furnish to CCAC evidence satisfactory to CCAC that Renter's liability insurance, including liquor liability insurance shall cover CCAC and Renter with respect to the risks set forth in this paragraph.

Printed Name

Signature

Date