

# Shiawassee Arts Center



Owosso, Michigan

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## Rental Information

The following information has been established to help guide you in making your decision in regards to hosting an upcoming event at the Shiawassee Arts Center (SAC). We wish to make your event a memorable occasion.

### **River Gallery**

The 1,200 square foot River Gallery on the main floor of the Arts Center and overlooking the Shiawassee River seats up to 72 guests or 200 guests standing in an "open house" style event for breakfasts, brunches, lunches, dinners, cocktail parties, weddings, receptions, meetings and fund-raises every day of the week.

The River Gallery is available for your event the following hours:

Monday, 7:00am through midnight

Tuesday - Sunday, 7:00am to 1:00pm and 5:00pm to midnight

Included with the River Gallery rental is the use and setup of up to ten 60" round tables, one 8-foot rectangular table, two 6-foot tables, two 4-foot tables, 48 white chairs and 30 green chairs. Client or caterer will need to provide linens, decorations or additional chairs if desired.

### **Cottonwood Terrace**

The second floor open air Cottonwood Terrace overlooking the Shiawassee River accommodates up to 20 guests seated or 50 guests standing and is open year round weather permitting. In case of inclement weather your event will be moved to the River Gallery, space permitting. If SAC is not able to accommodate your party within the facility due to other commitments you will be given the opportunity to reschedule or be refunded your money minus a \$50 processing fee.

Cottonwood Terrace is available for your stand alone event every day of the week noon to 9:00pm. If both the River Gallery and Cottonwood Terrace are rented together hours are the same as for the River Gallery and a discount rental fee applies (please see attached rental rates).

Included with the Cottonwood Terrace rental is the use of the Woodard furniture which must remain on the terrace, two 6-foot tables, two 4-foot tables, and 20 folding chairs.

### **SAC Policies**

1. The SAC is a smoke-free facility. If smoking occurs on SAC property security deposit is forfeited.
2. Upon request of client, event date will be tentatively held for two weeks and a packet of information will be sent. In the instance that two parties request the same date the earlier inquiry will have priority.
3. Client must provide SAC with proof of personal liability insurance in the amount of at least \$300,000 (standard clause in homeowner's policy).
4. A \$250 security deposit must be received with the signed rental agreement to confirm event reservation. SAC accepts cash, check, Visa and Master Card. A 1.5% charge will be added for credit cards and there is a \$35 fee for insufficient fund checks. The deposit will be reissued within two weeks after the event if all is deemed right for the return. If there is damage to SAC artwork during rental client is responsible for purchase of damaged work.
5. Final payment and guest count is due seven days prior to the event. If payment is not received and cleared the contract will be nullified and event will be canceled.
6. Client has the option of providing his/her own food or choose his/her own caterer (must sign catering contract with SAC), or choosing from SAC's list of approved caterers (see attached list)
7. All food served during rental must be fully cooked offsite. SAC kitchen is available for staging food only. Other than refrigerator, kitchen appliances and additional amenities are available for rent (see attached list) .
8. The SAC Events Coordinator must approve all decorations two weeks prior to an event. No tape, nails, tacks or staples may be used. Candles are not allowed except for during a wedding ceremony. Confetti, glitter, rice, birdseed, bubbles and balloons are not permitted.
9. Children under the age of 13 must be supervised by an adult throughout the rental.
10. At the end of the event client is responsible for leaving the rental space in the condition found and for the removal of all refuse generated from the event. Failure to do so will result in the forfeiture of the deposit.

11. Client is required to remain until the end of the event and all guests have left. Rental time begins when the caterer or setup crew arrives and ends when the SAC representative has verified that the rental policies have been fulfilled.

12. Events canceled prior to four weeks of the event date will receive a full refund minus a \$50 processing fee. Events canceled within four weeks prior to the event will result in loss of security deposit.

**Client may offer beer and wine (no hard liquor) during an event with the following requirements:**

Non-ticketed event or Fundraiser

1. Client may not charge guests for beer and/or wine
2. Client must add SAC onto homeowners/business owners insurance policy as a rider. A copy of the rider must be provided to SAC
3. Client must have a licensed bartender serve the beer and/or wine.

Ticketed event or Fundraiser

1. Client must obtain a one-day liquor license from the State of Michigan and provide SAC a copy.
2. Client must obtain a one-day special event liquor liability insurance policy and provide SAC a copy
3. A licensed bartender must be servicing the bar.

**Entertainment**

Live music/performers (see attached list for suggestions) and sound systems are allowed under certain guidelines. If dancing will be part of the event \$250 will be added to the security deposit.

The SAC baby grand Baldwin piano is available for rent for use by qualified piano players.

The SAC Events Coordinator must approve all entertainment two weeks prior to the event.

**Parking**

Free parking is available for guests in the lot next to SAC, along one side of Curwood Castle Drive and Bradley Street, across the street in the designated parking lot and in the Woodard Paymaster Building parking lot.

**Rates**

SAC Member Rental Rates

River Gallery

\*1-14 guests - \$9 per person or \$100 min. whichever is greater for the 1<sup>st</sup> 2 hours, \$35 per hour thereafter

\*15 to 50 guests - \$150 for 1<sup>st</sup> 2 hours, \$50 per hour thereafter

\*51 – 200 guests – \$200 for 1<sup>st</sup> 2 hours, \$75 per hour thereafter

Terrace w/ River Gallery Cottonwood

1 - 14 guests \$35

15 – 50 guests \$50

50 – 200 guests \$100-50 max on terrace at one time

Cottonwood Terrace Only

1 – 20 guests \$100 - 2hrs, \$25 per hr after

21–50 guests \$150 – 2hrs, \$35 per hr after

After Hour Visits

Galleries \$50 an hour

Additional Equipment \$15 each

Piano, Silver Coffee Urn, Silver Punch Bowl, Oven or Refrigerator

Non Member Rates

River Gallery

\*1-14 guests - \$12 per person or \$125 min. whichever is greater for the 1<sup>st</sup> 2 hours, \$35 per hour thereafter

\*15 to 50 guests - \$200 for 1<sup>st</sup> 2 hours, \$50 per hour thereafter

\*51 – 200 guests – \$250 for 1<sup>st</sup> 2 hours, \$75 per hour thereafter

Cottonwood Terrace w/ River Gallery

1 - 14 guests \$50

15 – 50 guests \$75

50 – 200 guests \$150-50 max on terrace at one time

Cottonwood Terrace Only

1 – 20 guests \$150 - 2hrs, \$50 per hr after

21–50 guests \$200 – 2hrs, \$75 per hr after

After Hour Visits

Galleries \$75 an hour

Additional Equipment \$15 each

Piano, Silver Coffee Urn, Silver Punch Bowl, Oven or Refrigerator

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River Gallery

\*1-14 guests - \$9 per person or \$100 min. whichever is greater for the 1<sup>st</sup> 2 hours, \$35 per hour thereafter

\*15 to 50 guests - \$75 for 1<sup>st</sup> 2 hours, \$35 per hour thereafter

\*51 – 200 guests – \$150 for 1<sup>st</sup> 2 hours, \$50 per hour thereafter

Cottonwood Terrace w/ River Gallery

1 - 14 guests \$35

15 – 50 guests \$50

50 – 200 guests \$100-50 max on terrace at one time

Cottonwood Terrace Only

1- 20 guests \$100 - 2hrs, \$35 per hr after

21–50 guests \$150 – 2hrs, \$35 per hr after

After Hour Visits

Galleries \$50 an hour

Additional Equipment \$15 each

Piano, Silver Coffee Urn, Silver Punch Bowl, Oven or Refrigerator

Rates: of July 2010