

Shiawassee Arts Center
206 Curwood Castle Drive • Owosso • Michigan • 48867 • 989-723-8354

2017 Facility Rental Agreement

Event Date: _____ Event: _____ # of Guests: _____

Contact Name: _____ Phone: _____ Email: _____

Address: _____ City: _____ State/Zip Code: _____

Set-Up Time: _____ Event Start Time: _____ Event End Time: _____

Caterer (Licensed) Contact Name and Phone Number: _____

Alcohol to be Served: **YES** or **NO** (if yes, please submit copy of host liquor liability on most HO Policy)

Rental Fee is \$120 per hour (including your set up) <i>SAC Members receive 10% off</i>		
• Total Hours: _____ x \$120	= \$	_____
• \$50 Day before rehearsal: YES or NO	\$	_____
• \$50 Use of piano: YES or NO	\$	_____
• 10% Member Discount: - \$ _____		
• Total Rental Fee Due:	\$	_____

Rental Fee Includes:

- Set-up/take-down of tables and chairs
- Up to six (6) 60" round tables, floor length white linens, glass table tops
- Up to 60 white resin chairs
- Adjacent gallery with an 8' table for food
- Additional 2',4',6' rectangular tables are available at no charge
- Use of kitchen for storing, warming and plating food only

Building Capacities:

- River Gallery
 - Seated/plated meal: 60 guests maximum
 - Come and go reception: 200+ people
 - Theater style seating (for wedding ceremonies, recitals, presentations, etc.) up to 90 guest
- Outside Grounds (Tent rental is not included in fee)
 - 40' x 60' tent 175-200 seated, up to 300 for a come and go reception

\$100 Deposit is required to hold your date

PLEASE NOTE:

We do not rent for High School Open House or Graduation parties.

The Shiawassee Arts Center operates as an art gallery with our primary concern being the care and protection of our collections and exhibitions. Artwork will not be rearranged, dismantled or removed to accommodate a rental event. Please read and initial all 2016 SAC Rental Policies (next page) prior to signing the rental agreement. Thank you.

2017 SAC Rental Policies
(Please initial acknowledgement after each item)

Rental Requirements: The Shiawassee Arts Center operates as an art gallery and our primary concern is for the appropriate care and safeguarding of our collections and exhibitions. **No portion of SAC's exhibits/shows will be rearranged, dismantled, or removed to accommodate an event.** _____

Rentals are allowed Monday through Sunday from 9am-11pm. **Rental fee is \$120 per hour (including your set up time).** Renters must adhere to the starting and ending times agreed upon in the contract. _____

The renter is financially responsible for all damages to SAC property including exhibit/show works caused by any individual(s), corporation, partnership or other legal entity associated with the event during the rental period and will be billed accordingly. _____

Regulations: The Shiawassee Arts Center is a smoke-free facility inside and outside. Children under the age of 13 must be supervised at all times by an adult. _____

Cancellation: If cancellation by either party is more than 21 days before the scheduled event a refund minus a \$50 processing fee will be issued. Events cancelled within 21 days of the scheduled event will result in loss of deposit. _____

Food & Beverage: Renter can use the outside licensed caterer of his/her choosing. _____

Kitchen: SAC's kitchen is available for storing and warming food only. All materials stored in cabinets, drawers and closets are property of SAC and not available for use. Renter may use refrigerator/freezer & microwave oven. _____

Clean Up: All food and beverage debris, decoration supplies and other trash must be picked up, bagged and removed from the property by the renter/caterer/bartender/party rental company. _____

Alcohol: Use of alcohol, provided at no charge to guests, is permitted when renter assumes total responsibility and liability for any and all occurrences or accidents and agrees to hold harmless the Shiawassee Arts Center. In the case in which alcohol will be served the **renter must supply proof/certificate of insurance verifying host liquor liability.** In most cases this is easily acquired at little or no cost from your homeowner's insurance company. _____

Decorations: No tape, nails, tacks or staples may be used. Candles are only allowed as part of a wedding ceremony. Confetti, glitter, rice, birdseed, bubbles and balloons are not permitted. _____

Entertainment: Live music/performers and sound systems are allowed outdoors providing client adhere to City of Owosso noise ordinance. SAC must approve all entertainment two weeks prior to an event. _____

Parking: Free parking is available for guests in the SAC parking lot, in the designated parking lot across the street and in the Woodard Paymaster Building parking lot. _____

I have read, initialed and agree to the SAC rental policies provided above. I understand I am responsible for the conduct of our group, for any damages to the facility (including all artwork) and will leave the building in the condition in which it was found. I understand failure to meet any of these obligations may result in the cancellation of the reservations and forfeiture of all or a portion of the \$100 deposit.

Renter's Signature

Date

SAC Representative

Date

For Office Use Only: Rental Rate: _____ Deposit Paid: _____ Date: _____ Receipt #: _____
Balance Due: _____ Amt. Paid: _____ Date: _____ Receipt #: _____

