

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

### 2020 Wedding Rental Agreement

Event Date: \_\_\_\_\_ Event: \_\_\_\_\_ # of Guests: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State/Zip Code: \_\_\_\_\_

Rehearsal: \_\_\_\_\_ Set-Up: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Licensed Caterer Contact Info: \_\_\_\_\_

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

<b>Indoor or Outdoor Rental Fee \$1,000</b> <b>(\$100 per hour over 8 hours)</b>		
• <b>INDOOR or OUTDOOR:</b>	<b>\$1,000</b>	
• <b>INDOOR &amp; OUTDOOR:</b>	<b>\$1,500</b>	
• <b>Overtime hours:</b> _____ x \$100	\$ _____	
• <b>10% Member Discount:</b>	-\$ _____	
• <b>Deposit Required:</b>	<b>-\$100</b>	<b>Rec.#</b> _____
• <b>Balance Due:</b>	\$ _____	<b>Rec.#</b> _____

**Indoor Rental Fee Includes: (River Gallery seating capacity is 60):**

- 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)
- Use of kitchen for storing, warming and plating food only

**Outdoor Rental Fee Includes:**

- Use of indoor restrooms
- Use of upstairs and downstairs dressing area
- Use of electrical outlets
- **PLEASE NOTE:** Tent rental, tables or chairs are NOT included in your rental fee
  - **Capacity:** 40' x 60' tent holds 175-200 seated, up to 300 for reception style
  - Rental Companies: McLaren Rental 989-725-7368, Hat Trick Tents 989-723-9388

**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 2020 SAC Rental Policies (next page) prior to signing the rental agreement. Thank you.

**2020 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 for eight hours (including your set up and clean 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