

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

### 2022 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 HO Policy with host liquor liability)

<b>Rental Fee is \$125 per hour, 5 hours maximum (includes your decorating &amp; clean up)</b>		
• <b>Total Hours:</b> _____ x \$125	\$ _____	
• <b>Overtime hours:</b> _____ x \$50	\$ _____	
• <b>\$50 Use of piano: YES or NO</b>	\$ _____	
• <b>Total Rental Fee Due:</b>	\$ _____	
• <b>10% Member Discount:</b>	- \$ _____	
• <b>\$100 required deposit</b>	- \$ 100	<b>Rec. #</b> _____
• <b>BALANCE DUE</b>	\$ _____	<b>Rec. #</b> _____

**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 seats 60 people maximum for a seated, plated meal, 100+ for buffet/reception style
- Cottonwood Terrace has wrought iron Woodard furniture seating for 27 guests

**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 2022 SAC Rental Policies (next page) prior to signing the rental agreement. Thank you.

**2022 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 \$125 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