



SHIAWASSEE ARTS CENTER

Name		
Address		
City	State	Zip Code
Phone		
Event Type		
Date		
Number of Guests		
Event Description		
Licensed Caterer	Name	Phone
Alcohol	Yes (please submit a copy of the host liquor liability/HO policy)	No

Event Packages, Rates, and Times (10% discount for SAC members)

Set up time:

Event begins:

Event ends:

Breakdown:

Indoor Rental Fee Includes:

- ❖ Set up/take-down of tables and chairs
- ❖ Up to six 60" round tables with glass tops
- ❖ Use of white linens and gold table toppers
- ❖ Up to 60 white resin chairs
- ❖ Use of piano
- ❖ Adjacent Moore gallery with 8ft. table available for food/buffet
- ❖ Use of kitchen for storing, warming, and plating of food only

Outdoor Rental Fee Includes:

- ❖ Use of indoor restrooms
- ❖ Use of upstairs and downstairs dressing areas
- ❖ Use of electrical outlets
- ❖ **Please note: tent rental, tables and/or chairs are NOT** included in the outdoor rental fee
 - **Capacity:** 40ft by 60ft tent holds 175-250 seated, up to 300 for reception style
- ❖ Use of kitchen for storing, warming, and plating of food only



SHIAWASSEE ARTS CENTER

Package A

Indoor – River Gallery (Main floor)

Capacity: 60 guests

Price: \$150 per hour

Min. time: 2 hours. Max time: 5 hours (includes decorating and cleanup)

Over 5 hours: \$100 per hour

Cottonwood Terrace (2nd floor)

Capacity: 30 guests seated

Price: \$150

Min time: 2 hours. Max time: 5 hours (includes decorating and cleanup)

Over 5 hours: \$150 per hour

The SAC is handicap accessible with a ramp on the driveway side of the building and also an elevator

Package B

Indoor-River Gallery

Capacity: 60 guests

Price \$1000

Max time: 8 hours (includes decorating and cleanup).

Over 8 hours: \$150 per hour

Package C

Outdoor (does not include your tent, table & chairs)

Capacity: 40' x 60' tent. Holds up to 250 seated.

Price: \$1000.

Max. Time: 8 hours (includes decorating and clean up).

Over 8 hours: \$150 per hour

Package D

Indoor & Outdoor (does not include your tent, table & chair for outdoor event)

Capacity: Indoor theatre style seating for 60 max. / outdoor reception up to 250

Max time: 8 hours (includes decorating and clean up)

Over 8 hours: \$150 per hour



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Rental Fee and Deposit

Package		
Overtime Hours	X \$150	
10% Member Discount		
Deposit (1/2 of total)	Date Due	Date Received
Balance due	Date Due	Date Received

Cancellations: If cancellation is made more than **21** days before the scheduled event there will be a refund of the deposit. Events canceled within 21 days of the scheduled event will result in loss of the deposit. (Excluding acts of God or SAC closes due to extreme weather)

Alcohol Liability: Use of alcohol, provided at no charge to the guest, 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 with a limit of at least \$1,000,000 and listing the Shiawassee Arts Council as additional insured. This must be presented 21 days before scheduled event.** In most cases this is easily acquired at little or no cost from your homeowner's insurance company.

Food, Beverage, Decorations, Entertainment

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 are not available for use. Renter may have use of the refrigerator/freezer & microwave oven.

Cleanup: 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. Refund of the security deposit will be assessed and determined at the conclusion of the event

Decorations: No tape, nails, tacks, or staples may be used. Confetti, glitter, rice, birdseed, and balloons are not permitted. Flameless candles are permitted.

Catering: Renter can use an outside licensed caterer of their choosing. Contact info is to be submitted 14 days prior to the event. SAC has an approved catering list if the renter should like to explore this option.



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Entertainment: Live music/ performers and sound systems are allowed outdoors providing should the renter adheres to the City of Owosso noise ordinance. SAC must approve all entertainment 14 days prior to the event. No dancing allowed indoors.

Terms and Conditions

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 exhibits. Artwork will not be rearranged, dismantled, or removed to accommodate a rental event.

Regulations:

- ❖ The Shiawassee Arts Center is a smoke-free facility inside and outside.
- ❖ Children under the age of 18 must be supervised at all times.
- ❖ SAC currently does not rent for high school graduation parties

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

Rental Hours: Rentals are allowed Monday through Sunday from 9 a.m. – 11 p.m. **Rental fee is for a maximum of 8 hours including your set up and clean up time with the exception of the Cottonwood Terrace and Indoor River Gallery (for a maximum of 5 hours).** Renters must adhere to the starting and ending times agreed upon in this contract.

Financial Responsibility: 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.

I have read, initialed and agreed to the SAC rental policies 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 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 portion of the deposit.

Renter's signature

Date

SAC Representative

Date

Shiawassee Arts Center
206 Curwood Drive
Owosso, Michigan. 48867



989-723-8354

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