



# SHIAWASSEE ARTS CENTER

## RENTAL AGREEMENT

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

Name of Renter(s): \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Rental Hours (includes set-up & takedown) \_\_\_\_\_

Caterer (licensed) Name & Phone Number \_\_\_\_\_

Alcohol: No or Yes (if yes, please submit copy of host liquor liability certificate)

**RENTAL PACKAGE CHOSEN:** \_\_\_\_\_ **Amount:** \_\_\_\_\_

**AMENITIES:** (please check as desired)

\_\_\_\_\_ Cream-colored, floor-length, round tablecloths @ \$10ea \_\_\_\_\_

\_\_\_\_\_ Gold, square, table toppers @ \$5ea \_\_\_\_\_

\_\_\_\_\_ 8-foot table @ \$25ea; Linen \$10ea \_\_\_\_\_

\_\_\_\_\_ 6-foot table @ \$20ea; Linen \$10ea \_\_\_\_\_

\_\_\_\_\_ Easels @ \$20ea \_\_\_\_\_

\_\_\_\_\_ Use of Piano @ \$100 \_\_\_\_\_

\_\_\_\_\_ Overtime Hours @ \$250/hr \_\_\_\_\_

**TOTAL AMOUNT:** \_\_\_\_\_

Less 10% Discount for SAC Members \_\_\_\_\_

50% Deposit \_\_\_\_\_ Date Received \_\_\_\_\_

**BALANCE DUE** (prior to the event) \_\_\_\_\_

(note that a 3% service charge will be added to credit card payments)

(note that \$100 will be charged for trash not removed from premises)

A \$250 Security Deposit (by check), made payable to SAC will be returned upon satisfying this contract. Date Check Received \_\_\_\_\_

Renter Signature: \_\_\_\_\_ Date: \_\_\_\_\_

SAC Representative: \_\_\_\_\_ Date: \_\_\_\_\_



# SHIAWASSEE ARTS CENTER

## Rental Packages

### Package A

#### **Indoors – River & Moore Galleries (Main Floor)**

Capacity: 60 guests

Includes:

Up to six, 60" round tables with glass tops

Up to 60 white resin chairs

8-foot table available for food/buffet (Moore Gallery)

Use of kitchen for storing and staging of food only

Minimum Time: 2 hours (includes decorating and cleanup)

Maximum Time: 8 hours (includes decorating and cleanup)

Price: \$200 per hour

### Package B

#### **Outdoors (South Side of Arts Center)**

Capacity: Up to 250 guests

Includes:

Use of indoor restrooms

Area for dressing

Use of kitchen for storing and staging of food only

Price: \$1,250

(price does not include tents, tables & chairs)

Maximum Time: 8 hours (including decorating and cleanup)

### Package C

#### **Indoors & Outdoors**

Indoor Capacity: 60 guests / Outdoors: Up to 250 guests

Includes All of the Amenities listed In Packages A & B + Use of Electrical Outlets

Price: \$2,500

(price does not include tents or outside tables & chairs)

Maximum Time: 8 hours (includes decorating and cleanup)



# SHIAWASSEE ARTS CENTER

## Policies and Regulations

### **Artwork cannot not be rearranged, dismantled, or removed to accommodate a rental event**

- ❖ 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

**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 party 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 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 the scheduled event.** In most cases this is easily acquired at a small cost from renter's homeowners insurance company.

**Kitchen:** SAC's kitchen is available for storing and staging 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. Plastic trash bags are not provided.

**Cleanup:** All food and beverage debris, decoration supplies and other trash must be picked up, bagged and **removed from the property** at the end of the event by the renter/caterer/bartender/party rental company. Additional fees will be assessed and determined at the conclusion of the event. Renter is responsible to provide plastic trash bags.

**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 must 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 renter should like to explore this option.



# SHIAWASSEE ARTS CENTER

## **Policies and Regulations continued**

**Entertainment:** Live music/ performers and sound systems are allowed outdoors providing 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.

**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 Building parking lot.

**Rental Hours:** Rentals are allowed Monday through Sunday, 9 a.m. – 12 p.m. Renters must adhere to the start and end times agreed upon in this contract. Renters are responsible for payment in full for the hours designated in this contract whether or not used.

**Financial Responsibility:** Renter is financially responsible for any and all damages to SAC property, including exhibit/artwork, which is 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 and agree to SAC's rental policies and regulations. I understand I am responsible for the conduct of my guests, for any damages to the facility (including 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 forfeiture of all or portion of the security deposit and/or compensation for damages incurred.**

**Renter Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_