



The Arts Center: Rental Terms of Agreement

The Arts Center provides a unique venue for your meeting, entertaining, or special event. Housed in a beautiful historic church building, the architecture and changing exhibits provide a dramatic environment for private, public, business, or social gatherings. The acoustics in the Main Gallery are ideal for recitals, readings, and performances.

I. Rates | Availability

Main Gallery

\$200/3hours/minimum. \$75 per additional hour.

Availability: Before/After Gallery Hours. Current hours: 12-5pm Tuesday-Saturday.

Max. Capacity: 75 auditorium seating, 60 reception with food/beverage tables, 40 meeting/conference

Availability and Capacity are dependent on current exhibit scope and nature

Level B

Classroom: \$30/2hours/minimum. \$15 per additional hour.

Dance Floor: \$40/2hours/minimum. \$20 per additional hour.

All Basement Rental: \$60/2hours/minimum. \$30 per additional hour.

Availability: Dependent on current educational programming.

Max. Capacity: Classroom:15, Dancefloor:40 auditorium seating, 20 workshop/class.

\$25 refundable key deposit required by separate check or charge (cannot accept cash).

Repeat Rentals

The following discounts reflect the savings in our administration when you make multiple bookings with one contract.

1-3 meetings: regular price.

4-7 meetings: 10% discount

8+ meetings: 15% discount

If you decide to make changes to the times or dates after signing the original contract, you void the conditions of the original contract, and will be responsible for paying the full, undiscounted price.

II. Use of the Gallery Space

- We do not currently rent the facility for wedding ceremonies or wedding receptions.
- The Renter signing contract is liable for any damages incurred to the building, and responsible for repair or replacement up to the full cost of artwork resulting from damage during set-up for the event, the event itself, or cleaning afterwards. The Renter is responsible for notifying persons attending the event, including children, to be respectful of the artwork and facility. The Renter is responsible for the control and supervision of all people, including children, in attendance during use of the facility. The Renter shall be held responsible for costs to repair any damage to Premises occurring as a result of acts or omissions of the Renter or Renter's guests. Damages are Payable immediately upon receipt of invoice. The Arts Center staff may terminate event and/or request police assistance at any time to prevent abuse of privileges and to enforce facility rules and regulations.
- Renter may not move artwork. Renter may not attach anything to the Main Gallery walls, ceiling, or flooring: banners, posters, artwork or any other materials must be supported on free-standing supports or tables. Lighting is created to enhance each exhibit, and cannot be changed for an event.
- Smoking and/or lighting of any substance is not permitted on The Arts Center premises.
- Event Set-up: The Renter is responsible for setting up before the event and cleaning up immediately after the event. Renter must allow a 3 foot dead space between artwork and tables, chairs, or people (traffic flow). To comply with fire safety regulations, middle and outside aisles must be maintained when setting up chairs and tables.
- Liability: The Renter agrees to hold The Arts Center and its employees free from any liability or claim for damages or suit for or by reason of any injuries to any person or property of any kind whatsoever, from any cause whatsoever, arising out of the use and occupation of the Premises by Renter or Renter's guests; and the Renter hereby covenants and agrees to indemnify and save harmless The Arts Center from all liability or damage on account of or by reason of any such inquires or damage.

- Tables and Chairs: The Arts Center provides 90 padded folding chairs and 10 rectangular tables(18" x 61") for Main Gallery rentals, and 40 folding chairs, 6 rectangular tables (24" x 72"), and 15 stools for Level B rentals.
- Kitchen Facilities: Both Gallery and Level B kitchens are equipped with a sink and microwave, but no stove. The Gallery kitchen has a small refrigerator; the full sized refrigerator in Level B is available to Gallery Renters during their event. Renters may use non-disposable dishes and flatware, but are responsible for cleaning and drying those items. Disposable items and consumables are not for rental use.
- Food/Beverages: Renter provides any and all refreshments and supplies, including linens, cups, napkins, additional trash bags, etc.
- The Renter is responsible for promotion of the event. Events are open to the general public unless specified as a private event.
- An Arts Center representative will be onsite during the event.

III. Cleaning The facility must be returned to the condition in which it was rented. This includes wiping down tables and counters, cleaning and drying dishes, putting away tables/chairs/equipment, cleaning up spills, and sweeping floors. **All food, garbage, and recyclable materials must be removed from Premises by the end of the event.** Renter will be charged a \$100 cleaning fee, or forfeit their cleaning deposit if any of these conditions are not met.

IV. Over-Time If event runs over the time the Renter has contracted for, Renter will be charged at an overtime rate of \$75 per hour, being accrued per minute.

V. Cancellation Cancellation by the Renter releases The Arts Center from further obligation, and results in forfeiture of the Renter's initial 50% payment. If The Arts Center chooses to cancel, the full deposit/payment shall be returned to the client, but additional compensation will not be made.

VI. Reserving the Space: Conditions/Request/Payment

- Alcohol: The Renter must notify The Arts Center in advance if alcohol will be served at the event. The Renter agrees to conform to Oregon State liquor laws and regulations, and may not use The Arts Center as the sponsor organization. OLCC link: http://www.oregon.gov/OLCC/LIC/difference_license_servicepermit.shtml
- If Renter is not the primary contact for the duration of the event, Renter must identify the primary contact to facilitate set-up and clean-up for the event.
- Use of the baby grand piano is included with the Main Gallery rental. The piano is tuned once a year. If the Renter would like the piano tuned for their event, we can make arrangements with our tuner, and add the cost to the contract.
- Arrangements for additional equipment must be made at time event is contracted. Additional equipment we can provide includes: lectern, microphone, amplifier, portable projection screen, and music stands.
- Once the Rental Request has been processed, the signed contract and 50% of the rental fee **is required to reserve the requested rental dates/times**. If paid by check, a *separate* cleaning deposit check, in the amount of \$100 is also required to secure the reservation. The cleaning deposit check will be shredded after the event as long as all conditions have been met.
- Balance of Rental fee is due *at least* 48 hours prior to event.
- Level B Key Deposit: If applicable, a \$25 refundable key deposit is required, made by check or held with charge card information (we cannot hold cash). The check/charge info will be shredded or returned once the key is *received by the rental coordinator*. The key must be returned within two weeks of end of rental contract, or deposit will be forfeited.

IV. Over-Time If event runs over the time the Renter has contracted for, Renter will be charged at an overtime rate of \$75 per hour, being accrued per minute.

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