

Columbus Arts Council Rental Reservation Form and Contract

RENTER INFORMATION

Renter's Name (individual or organization and contact person): _____

Work/Home phone: _____ Cell phone: _____ Email: _____

Postal address to return deposit: _____

Area to be rented out: _____

RENTAL PERIOD

Rental Date or Period: _____ Event Start Time _____ Event Time _____

Purpose: _____

Date of on-site visit: _____

Date & time for set up for event (Loading in, moving tables/chairs, décor)

**(There is an additional charge for set-up during non-regular CAC business hours. Please see EXTRAS.) **

Approximately how many does your event plan to host? _____ Is this a seated event?

Will food be served? _____ Caterer _____ Caterer Phone # _____

WILL YOU BE SERVING ALCOHOL AT THE EVENT? YES _____ NO _____

If yes, please check off which kind of alcohol: _____ Beer _____ Wine _____ Liquor _____
(If anything, other than beer, a wine/alcohol permit may be required for the event.)

Is there a charge to your guests for attending the event? _____ Yes _____ No

Special equipment/furniture requests (lectern, speaking microphone, etc.)

Do you have musicians, DJ, etc. coming in?

Artist Contact name: _____ Phone: _____

****CAC Staff Member to fill out remainder of document****

EXTRA SERVICES

_____ Alcohol Permit \$45.00
 (Permit must be paid 30 DAYS prior to event)
Failure to request and pay for a permit will result in renter not being able to serve alcohol
 _____ Staff fee for assisting in setup of event \$25.00/hour

 _____ Staff fee for sound/lighting equipment (theater rental only) \$25.00/hour
 _____ Extra set up time outside of regular business hours \$25.00/hour
 _____ Rental over four hours \$50.00/hour
 _____ Security fee \$20.00/hour per guard
 (for any rental with alcohol after 6PM with 75 guests or more or at CA discretion)
 (Number of guards determined by number of attendees and age of attendees. CAC will procure guards.)
 _____ Fee facilitation of moving of artwork if approved by artist and CAC. \$50 Flat Fee
 Renter must provide labor assistance to remove and replace.

\$_____ Total Fees Assessed for Extras

SCHEDULE FOR RENTAL FEES DUE

_____ **Line 1:** Total fee assessed for rented space(s)
 _____ **Line 2:** Discount Percentage
 _____ **Line 3:** Total for space after discount applied.
 _____ **Line 4:** Total of Extras
 _____ **Line 5:** Final Price of Rental Space
\$250.00 _____ **Line 6:** Security Deposit (*Paid in separate check preferably*)
 _____ **Line 5:** Total due at time of booking (½ line 5 + \$250.00 security deposit).

DEPOSIT DUE AT TIME OF RENTAL RESERVATION

Amount Paid: _____ **Date Paid:** _____
Cash _____ **Check#** _____ **Credit Card** _____

\$250.00 separate security deposit, fully or partially refundable based on damage or loss caused by renter or their guests during rental event.

Paid by cash _____ **Check#** _____ **Credit Card** _____
Date _____

_____ **If damages occur over the amount of the security deposit the renter will be responsible for the amount.**

RENTAL BALANCE DUE 30 DAYS IN ADVANCE OF RENTAL

Balance of rental and extra fees due: _____ **Date Paid:** _____

Cash _____ **Check#** _____ **Credit Card** _____

RENTAL CONTRACT ACCEPTANCE

By signing of this document, Renter herein acknowledges receipt and understanding of all regulations stated within this Columbus Arts Council Rental Document and Rental Policies attached and herein.

Renter's Printed Name: _____

Renter's Signature: _____ Date: _____

Staff person who supervised rental negotiation _____
Date Reservation made and approved _____

CAC Executive Director Signature: _____

Contract is not valid until signed by CAC Executive Director

Date: _____

POST RENTAL ASSESSMENT AND SECURITY DEPOSIT DETERMINATION

Condition of space after rental:

Will the \$250 security deposit be returned? _____ Date returned _____
Deposit returned via--CAC Check reimbursement Check #
_____ Date _____ Or, return of renter's original separate security
check # _____ Date _____

Comments and notes:

Staff member who assessed rental close, clean-up, etc.

IMPORTANT RENTAL SPACE INFORMATION

RENTAL SPACES AVAILABLE

	<u>*Capacity *</u>	<u>Price\4 hours</u>
_____ Gallery --Cocktail style	250	\$750.00
Seated w/ tables, chairs	175	
(Displayed art & panels cannot be moved)		
_____ Theater --Theater seating	85	\$500.00
Seated with round tables	50	
_____ Educational Center-Art Underground	70	\$300.00

*Capacity numbers are approximate. Numbers will vary depending on individual event set up.

EQUIPMENT AVAILABLE--INCLUDED IN YOUR SPACE RENTAL FEE

Tables available for rental (included in your space rental fee):

- 9 each -- 60" round folding tables (Generally fit 7 of our green cushioned chairs around.)
- 1 each -- 60" round wood table (when not used for Gallery display)
- 1 each -- 8' long x 30" wide rectangular folding table
- 3 each -- 6' long x 30" wide rectangular folding table
- 3 each -- 5' long x 30" wide rectangular folding table

Chairs available for rental (included in your space rental fee):

- 115 green cushion chairs
- 30 blue plastic chairs (for class or workshop use due to paint splatter on chairs)
- 12 green plastic chairs (for class or workshop use due to paint splatter on chairs)

IMPORTANT NOTES:

- _____ 1. Reservations need to be made at least 60 days in advance but *must* be made no later than 30 days in advance.
 - _____ 2. Deposits are due at the time of reservation to hold your requested date. Final rental payments are due 30 days in advance of your event.
 - _____ 3. Renter is responsible for own event decoration, set up, tear down, and clean up, including moving tables and chairs, etc. in place and replacing them in their proper place at the end of the event.
 - _____ 4. Renter must make the arrangements to haul event trash off at close of rental and bring your own garbage bags.
 - _____ 5. CAC does not provide tablecloths or other decorating or catering supplies.
 - _____ 6. No red wine can be served in the Main Gallery.
- See attached for additional extras and special services fees.
- _____ 7. Art display panels cannot be moved by a Non-CAC Staff member.
 - _____ 8. No glitter may be used in the Main Gallery.
 - _____ 9. No Glass, only plastic unless approved by the Director.
 - _____ 10. No candles, unless batter operated.
 - _____ 11. Staff is the only one who can adjust the thermostat.

****If you are unsure about something or have a conflict about these policies please contact the Director****

Revised January 2020

Columbus Arts Council Rental Policies

In these policies, “renter” refers to the individual or to the organization renting the space. If the renter is an organization, the person who signs the contract on behalf of the organization assumes full responsibility for ensuring that the organization abides by these policies. CAC refers to the Columbus Arts Council staff and board.

1. **CAC staff and Board:** Only a staff member of the Columbus Arts Council may take a rental reservation. A CAC staff member or board member must be on the premises during the rental. A rental by CAC in no way constitutes an endorsement of that individual’s or that organization’s objectives or viewpoints. CAC reserves the right to deny a rental contract for any reason.

2. **CAC Approval of Media:** If the rental will be advertised in any manner (i.e. TV, Radio, Brochures, posters, etc.) **ALL media** must be approved by the CAC to ensure that it is clear to the community that the event is not a CAC event but is only being held at the Rosenzweig Arts Center. **Failure to obtain this approval may result in cancellation of your rental.**

3. **Payment and Discounts:** A one-time renter must pay half of the rental fee plus a \$250 damage deposit at the time of the reservation and must remit the remaining half of the rental fee 30 days prior to the rental date. Reservations must be made at least a month prior to the event. A recurring renter must pay an entire month’s rental fee plus a \$250.00 deposit at the time of the reservation and must pay every subsequent month’s rental fee 30 days prior to the first rental date of that month. The renter should consult with a CAC staff person about any rental discounts for which the renter is entitled at the time of the reservation.

4. **Cancellation:** If the renter cancels the reservation within 30 days of the rental date, the renter will forfeit the amount of the rental deposit paid by the date of the cancellation but will receive a refund of the security deposit. If the renter fails to abide by any of these policies, CAC will immediately cancel the reservation without refunding the fee or the deposit.

5. **Rental reservation form and contract:** The renter must complete and sign the rental reservation form and contract in consultation with a CAC staff member. On the form, the renter must specify the space desired and may not use any other spaces at the time of the rental. If guests of the event are found using other areas, the renter will be charged for additional use of rooms at full price. The renter must specify date and times of the rental in the reservation form and must adhere strictly to the specified beginning and ending times. The renter may rent the Rosenzweig Arts Center only between 9 AM and 12 midnight, Monday through Saturday. Sundays require special permission. If the renter chooses to change the date, the renter must submit a new reservation form. If the renter chooses to change the time only, the renter must give at least 48 hours notice and should be aware that the space may not be available at the new time and that CAC is not obliged to honor a time change. The renter must specify an extra rental day on the reservation form if the renter needs extra time prior to the primary rental time to deliver equipment and materials. The CAC will try to accommodate renter requests for extra set up time, as long as it does not interfere with other events occurring at the RAC.

Renter must specify any food or drink to be brought into the Rosenzweig Arts Center in the reservation form and must not consume food or drink outside rented space. The renter must specify any equipment needed in the reservation form and must not use or expect to use any other equipment at the time of the rental and must allow a CAC staff person to supervise that set up, and must give at least 48 hours notice of any changes to that set up. Under no circumstances may this set up alter in any way the exhibition in the Main Gallery.

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6. If renter requires sound/light equipment that is available through CAC, this must be arranged ahead of time. Certain equipment requires CAC staff or approved personnel to operate at additional fees.

Revised January 2020

7. Damage, Clean up and Deposit: Renter shall in no way damage interior or exterior of the building. Examples of damage include, but are not limited to, marking walls, floors, etc., with ink, markers, paint or any other substances; attaching in any way posters or other materials on walls; dancing on floors without protective covering; moving chairs, tables or equipment thereby causing damage; and moving or damaging exhibited art. The renter should ask a CAC staff person before moving any equipment or altering the space in any way. At the end of the rental, the renter must clean the rented space and return all chairs, tables, and equipment to their original locations under the supervision of a CAC staff person. The renter must clean the kitchen if used: wash dishes, clean counters, and sweep floors. **The renter must remove all trash and all personal organizational materials and equipment from the premises by the end of the rental.**

The renter will receive the damage deposit in part or full, depending on the condition of the space upon vacating it. Deposits will be issued in the form of a check to be mailed within 5 business days of the rental date or, in the case of a recurring renter, within 5 days of the last rental date. Or, by return of renter's separate original security deposit check. The renter will be charged for any damage in excess of the deposit. In the event that any displayed artwork is damaged, renter must pay the full price of that artwork.

8. Events for persons under the age of 18: To allow compliance with The City of Columbus youth curfew, all events for persons under 18 must be over and all youth picked up by their parents by 10 p.m. **There must be one adult (over 21) chaperone for every 12-youth present at the event.** Only the allowed number of youths based on number of chaperones and fire code will be allowed to enter the CAC. Individuals who leave the event will not be readmitted. Due to safety concerns, no one under the age of 21 will be allowed in the kitchen if not accompanied by someone over the age of 21.

9. Renter must provide a person or persons to control entrance once doors are unlocked for the event.

10.. **Events starting after 6 PM:** All events starting after 6 pm will be required to pay for security to control the entrance of the CAC. The rental will not be approved until security is secured by the CAC for the date and time of the event.

11. **Legal Responsibility:** Renter assumes full responsibility for any illness or injury or any loss or damage of personal property, organizational property, or CAC property during the rental. The renter also assumes full responsibility for any violations of local or other ordinances, including the illegal use of alcohol and drugs, by the renter or guests.

12. The Rosenzweig Arts Center is a smoke-free environment. Failure to adhere to this regulation will result in immediate expulsion from the RAC.

