

# ART CENTER OF BURLINGTON

## Gallery Rental Contract 2022



Rentals during regular business hours: Please check one

Monday - Saturday Base Fee: \$150 \_\_\_\_\_

Sunday Base Fee: \$200 \_\_\_\_\_

If outside of regular business hours, it is \$20 per extra hour. This includes set up and tear down: Please list hours below

Add Ons: Please check if you would like to add-on

Bartender \$15 per hour \_\_\_\_\_

Projector and Screen: \$20 flat fee \_\_\_\_\_

Black Tablecloths: \$20 flat fee \_\_\_\_\_

✉ hello@btownart.com

☎ 319-754-8069

📍 301 Jefferson St., Burlington, IA

### Customer Information

Contact Person \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Address \_\_\_\_\_

Organization \_\_\_\_\_

### Event Information

Event Date \_\_\_\_\_

Event Type \_\_\_\_\_

Event Description \_\_\_\_\_

Set Up Time \_\_\_\_\_

Event Start Time and End Time \_\_\_\_\_

Clean Up Time \_\_\_\_\_

### Administration

\$75 Deposit due to secure date and time of event / Please pay in person at front desk or over the phone

Base Fee \$ \_\_\_\_\_ Before/After Hours \$ \_\_\_\_\_ Add-On Total \$ \_\_\_\_\_

Total Amount Due \$ \_\_\_\_\_ Deposit \$ \_\_\_\_\_ Deposit Date \_\_\_\_\_

Balance Due \$ \_\_\_\_\_ Date Due \_\_\_\_\_ Date Paid \_\_\_\_\_

Admin Signature (s) \_\_\_\_\_ Date \_\_\_\_\_

**Customer Initial** \_\_\_\_\_

# Art Center of Burlington

## *Gallery Rental Contract 2022*

### **BOOKING**

Gallery space rental bookings may be arranged by phone or in person at The Art Center of Burlington

### **DEPOSIT & FEE**

In order to book a date to rent the gallery space, The Art Center of Burlington requires a signed contract and a security deposit of \$75.00.

### **INCLUDED IN RENTAL FEE**

General room lighting, heating, and A/C  
Attendant on duty entire time of event  
Catering kitchen with refrigerator/freezer and sink  
Tables and chairs

### **AVAILABLE ADD-ONS FOR EXTRA FEE**

Bartender  
Projector and screen  
Use of black tablecloths

### **RESPONSIBILITIES OF THE RENTER**

Food and beverage services NOTE: The sale of alcoholic beverages is not permitted unless offered through the Gallery Lounge. Bar attendant is required and is an additional fee. Alcohol of your own may be served but not sold, and does not require a staff bar attendant.

Payment for any damages to the Art Center of Burlington building, equipment, or property or for damages to artwork owned by exhibiting artists.

### **CANCELLATION**

Cancellation of an event is possible up to two weeks prior to the event scheduled time. If an event is cancelled within two weeks of the event date, the rental deposit shall be forfeited.

### **SET-UP / TEAR-DOWN / CLEAN-UP**

The Art Center of Burlington will set up table and chairs, however, you are responsible for all other set-up and tear-down, including decorations. Everything brought into the Art Center of Burlington facilities must be removed by end of event tear down timeframe.

No leftover food, beverages, dishes, and/or trash (including restrooms) may be left in the Art Center of Burlington. You are responsible for removing all trash immediately after your event, placing it in the Floyds dumpster in the alley on the west side of the Art Center of Burlington building. Floors, counters, and restrooms must be returned to their original condition

Note: Please try to leave the space in the condition you found it in. Failure to clean up after your event puts added work on our staff. We appreciate your understanding and help!

**Customer Initial** \_\_\_\_\_

**DECORATIONS**

Decorations other than those that can be put on tables (flowers, balloons, etc.), must be free standing or may be put on free-standing easels and must have prior approval by the Art Center of Burlington.

The following is NOT allowed:

- Use of candles, incense, or any open flame
- Affixing decorations to walls, ceilings, and /or floors without prior approval
- Use of self-adhesive decorations (decals, signs, etc.)
- Use of nails, staples, tacks and/or similar materials
- Use of glitter, confetti and /or similar materials
- Use of helium balloons except those attached to displays or weighted displays
- Use of decorative material not consistent with fire standards (flameproof)
- Use of smoke machines and/or pyrotechnic equipment

**ARTWORK**

Artwork on exhibit in the gallery at the time of your event is the property of the artist(s) and is being exhibited under contract with the Art Center of Burlington. As a result, you and your guests may not touch, remove, reposition and/or relocate artwork, or reposition exhibit lighting

**MISCELLANEOUS**

- Smoking and/or other use of tobacco products of any kind is prohibited in all areas of the building
- If you are serving wine and/or beer at your event and your guests are paying for their own drinks, you must add on our bartending fee, and a staff bartender must be present to serve at the cash bar. If you are providing beer and/or wine at no charge to your guests, you are allowed to bring in your own beverages, thus not requiring the add-on bartending fee.
- You may not sublease this contract to another renter without prior written permission from the Art Center of Burlington
- The attendant that the Art Center of Burlington assigns to your event is available to assist you with any problems, and answer any questions to ensure your event is a success
- Children must be accompanied by an adult at all times, and are prohibited from unsupervised playing in any area of the building, including staircases and hallways
- Animals and/or pets are not allowed in the building unless they serve as service animals for guests attending the event
- All games or other activities need to be approved by the Executive Director before your event. To prevent any damage to Gallery Artwork, some activities will not be permitted in the Gallery
- If your event is scheduled during business hours, please realize the public will still be allowed access to view the artwork on display. If more privacy is required you may want to consider holding your event off-hours or in our Mezzanine Gallery.

**Standard Terms and Conditions**

By signing this contract, you agree to abide by its standard terms and conditions. The Art Center of Burlington reserves the right to amend, modify, delete, and supplement the standard terms and conditions in a manner that the Art Center of Burlington deems reasonably necessary for the safe, orderly, proper and efficient operation of the Art Center facilities. The Art Center of Burlington agrees to give reasonable notice in writing to you if the Art Center of Burlington decides to revise the standard terms and conditions and these revisions shall be binding to you as of their effective date as if they were incorporated in the original standard terms and conditions. The Art Center of Burlington, its board of directors, employees, and volunteers engaged in operating and maintaining of the Art Center facilities, shall have access to these facilities at all times. You also agree to indemnify, defend against any claims, suits, damages, actions, liabilities, costs, and expenses (including your reasonable costs of investigations and attorney fees growing out of injury or death of any person(s) or same property (including your property)related in any way to your event, Art Center of Burlington facilities and/or the building at 301 Jefferson St. Burlington, Iowa.

**Today's Date** \_\_\_\_\_

**Customer Signature** \_\_\_\_\_

**Staff Signature** \_\_\_\_\_