

Hyde Park **ARTCENTER**

4833 rph Space Rental Agreement

AVAILABILITY

The Hyde Park Art Center's 4833 rph conference room is generally available for rent during business hours (9am-8pm Monday – Thursday and 9am-5pm on Friday – Saturday, Noon-5pm on Sunday). Events must terminate and all guests must leave the Facility by closing. Any catering arrangements, setting up and breaking down of equipment, and clean up must all take place during agreed upon hours and within Art Center business hours.

Rental of individual Facility areas does not grant or guarantee access to the entire Facility, and event approval is contingent upon the number of events and programs already scheduled. Rental of the Art Center Facility will not take precedence over scheduled Art Center functions.

BOOKING & FEES

The rental rate is \$60/hour for private events and \$25/hour for not-for-profit organizations and community events* (*Non-profits must show 501 (c)3 tax exempt status. Community events are defined as non-ticketed events that are open to the general public). A deposit of at least half the full calculated cost of the room is required up front to confirm the reservation, with remainder due no later than the event date.

Renters must adhere strictly to our hours of operation and to their scheduled rental time. It is expected and enforced that events be over, cleaned up and guests on their way out by their scheduled end time and before closing time if applicable. A credit card is required to reserve the space though you may choose to pay the total fees by any accepted method (cash, check, Visa or MC). A **\$20 fee** will be charged to the card for **every 5 minutes** the event runs over its allotted time.

Any changes made to the proposed event (including time, # of people, and use of space) must be made in writing in advance of the event and approved by the Art Center. These changes may result in additional charges. If the rental is cancelled with two weeks' notice the Art Center retains a **\$30 fee** from the deposit. The full deposit is retained if the rental is canceled without two weeks' notice.

EQUIPMENT & DECORATION

4833 comes equipped with an LCD projector, DVD player, and sound system. Prior to the event, groups planning to use the media equipment are required to do an equipment test with any media, laptops, etc. they will be using. There are 6 tables and 40 chairs that are available for renter's use. Renter should plan for set up of their event when determining their rental time.

The Hyde Park Art Center does not provide decorations of any kind. This includes, but is not limited to, table cloths, flowers, etc. All decorations are the responsibility of the Renter. Decorations may not be taped, pinned, tacked to walls without express written permission of the Hyde Park Art Center.

FOOD & BEVERAGES

The Art Center does not provide any catering and cannot provide food or beverage storage. If an event is catered, the Art Center staff should be informed so that deliveries can be directed accordingly. It is the responsibility of the renter to ensure all licensure pertaining to food and beverage service is in order.

CLEAN UP

Renter is responsible for returning the space to its original condition, and any repairs to the Facility and/or to artwork must be paid by Renter. All clean up, including the proper disposal of food, beverages, and garbage, and their removal from the premises, cleaning up spills, and the taking down of non-Art Center tables and chairs, is the responsibility of Renter and must take place immediately after the event.

PARKING

Art Center does not provide or guarantee parking. Alternate parking arrangements must be made by Renter.

SALES

Should the renter choose to have merchandise for sale it is the responsibility of the renter manage their own transactions. The Art Center cannot provide change or receipts of any kind.

