

Hyde Park **ART CENTER**

Muller Meeting Room Space Rental Agreement

AVAILABILITY

The Hyde Park Art Center's Muller Meeting Room is generally available for rent within business hours (10 am-7:30 pm, Monday - Thursday, 10am - 4:30pm, Friday - Saturday, and 1pm - 4:30 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. **The Art Center does not rent space for outside exhibitions and/or art displays.**

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. Rental times should include time for both clean up and set up.

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, or card). 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

There are 6, 5ft tables and approximately 30 chairs that are available for renter's use. Renter should plan for set up of their event when determining their rental time. A projector is available for use, but renters should bring a laptop in order to connect to the projector.

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.

Muller Meeting Room Space Rental Agreement cont.

Renter: _____ Contact: _____

Address: _____

Telephone: _____ E-mail: _____

Event Date: _____ Event Time: _____ # of Attendees: _____

Type of Event: _____

Does your organization hold 501(c)(3) not-for-profit status? Yes No

Special Requirements:

Additional Information:

Credit Card (circle one): Visa Master Card AmEx Discover

#: _____ Exp: _____ CVV: _____ Zip: _____

Deposit Payment: \$ _____ Date: _____ Method: _____

Remaining Balance: \$ _____ Date: _____ Method: _____

Please sign and date this document and return it to hold your requested date. Date will be held until the deposit is received, at which point the date will officially be reserved.

By signing, Renter agrees to follow completely Art Center's Facility rental and takes full responsibility for ensuring all members of its party are aware of same policies.

I have read the complete contents of the Hyde Park Art Center Rental Agreement and agree to abide by the policies and guidelines therein. I also agree to pay the charges in accordance with the rental fee schedule listed above.

(Signature of Renter)

(Date)

(Print Name)

(Organization or Business)

(Art Center Approval)

(Date)

(for office use) Invoice #: _____ Date: _____