

Hyde Park Art Center Rentals

Terms and Conditions

AVAILABILITY

The Hyde Park Art Center's ("Art Center") Muller Meeting Room, Partnership Studio, and 4833-Library ("Facility") are generally available for rent within business hours (up to 30 minutes before closing). Rental of the Facility does not grant or guarantee access to the entire Art Center, and event approval is contingent upon Facility availability. Rental of the Facility will not take precedence over scheduled Art Center functions. The Art Center does not rent space for exhibitions and/or art displays that are not sponsored by the Art Center. Please note that 4833-Library is only available for free community events.

BOOKING & FEES

The rental rate is \$120/hour for private events and \$50/hour for not-for-profit organizations and community events. (Nonprofits must show 501(c)3 tax exempt status. Community events are defined as non-ticketed events that are open to the general public). A credit card is required to reserve the space. Payment of the total rental fee must be made at the time of booking. Payment may be made by any accepted method (cash, check, or card).

Any changes made to the proposed event (including time, number of people, and purpose of the event) must be made in writing at a minimum two weeks in advance of the event and approved by the Art Center. These changes may result in additional charges. If the rental is canceled with two weeks' notice the Art Center retains a \$25 fee. 50% payment will be retained if the rental is canceled with less than two weeks' notice.

The Art Center reserves the right to charge the credit card on file for the costs of any repair or replacement of damaged, lost, or stolen items resulting from willful or negligent behavior of the Renter or any persons related to the rental event.

START AND END TIMES

Agreed rental times are inclusive of time for both set up and clean up and all rentals must take place within Art Center business hours, which will be communicated in writing at the time of rental. Any catering arrangements, setting up and breaking down of equipment, and clean up must all take place during the hours agreed upon in the "Event Time" portion of the signed rental agreement. Those renting the Facility ("Renter/s") must adhere strictly to the Art Center's hours of operation. Events must terminate at least 30 minutes prior to closing time and all guests must exit the Art Center by the communicated closing time on the scheduled event day. A \$20 fee will be charged to the card on file for every 5 minutes the event runs over its agreed end time.

EQUIPMENT & DECORATION

Tables and chairs may be available for Renter's use, subject to availability and with advance notice. The Art Center does not provide set-up of tables and/or chairs. Renter/s are responsible for breaking down and putting tables and chairs back to their original conditions. A projector is available for use, but Renters should bring a laptop if they wish to connect to the projector. The Art Center will not provide computer access to Renters.

The 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, or tacked to walls without express written permission of the Art Center.

FOOD & BEVERAGES

The Art Center does not provide any catering and cannot provide food or beverage storage. If an event is catered by the Renter, the Art Center staff must be informed at least one week in advance so that deliveries can be properly received and directed accordingly. It is the responsibility of the Renter to ensure all licenses, payment, and fees pertaining to food and beverage service are in order prior to the event.

CLEAN UP

Renter is responsible for returning the space to its original condition. Any damage, theft, or loss to the Facility, equipment, artwork, and/or any other Art Center property within or outside of the Facility must be paid by Renter. All clean up, including but not limited to: the proper cleaning and disposal of food, beverages, and garbage (trash must be removed from the premises) and the take down and removal of non-Art Center tables and chairs, is the responsibility of Renter and must take place immediately after the event. Renter must allocate clean up time into their agreed rental time.

PARKING

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

SALES

Should the Renter choose to offer merchandise for sale during the event it is the responsibility of the Renter to manage merchandise sales and transactions. The Art Center cannot provide payment processing, change, or receipts of any kind.