



ARTS CENTER AT THE FEDERAL BUILDING
ARTS COUNCIL OF GREENWOOD COUNTY, INC.
RENTAL CONTRACT

Date of Contract: _____ Date of EVENT: _____

Type of Event _____

Name: _____

Address: _____

Email Address: _____ Fax: _____

Home Phone: _____ Work: _____ Cell: _____

How did you hear about our facility? _____

SCHEDULE of RENTAL FEES

ITEMS/DESCRIPTION	Begin - End Time	DATE	DAY	# PEOPLE	RENTAL FEE
Wedding Reception					
Reception Hall					
Gallery					
Conference Room					
Courtyard					
Piano Usage Fee \$100					
Subtotal					
Security Deposit					
Total					
Less Deposit with Contract					
BALANCE DUE					

Yes No Alcohol will be served. If alcohol is being served, Security Personnel is required. The name of your Security person and a contact number MUST be provided.

ACKNOWLEDGEMENT

I agree to the terms for this reservation as outlined in the Arts Center's Guidelines and Policies herewith attached to this Rental Agreement. I furthermore acknowledge the due date for the remaining balance, any stipulations for this reservation, and any additional items covered above in addition to the Arts Center's basic Rental Policies.

Responsible Renter (Signature) _____ Arts Center of Greenwood County (Representative's Signature) _____

Date: _____ Date: _____

- **Setup is one hour in advance of your Event.**
- **Parking Availability for day time Week Day Events Is available at the Hampton Place Shopping Center.**

Renter's Initial



Exhibitions: It is understood that the space being rented may contain art on display. These works are to be considered a fixed part of the rented space and are not to be moved, altered, or rearranged in any manner.

Decorations: Inside decorations will be limited to free standing or tabletop items only. At no time, should there be floating or streaming decorations in the gallery or reception hall walls and/or ceiling; however, there are 3 hooks in the reception hall ceiling for hanging baskets.

Wedding Receptions: Soap bubbles and rose petals (**except red**) may be used in the courtyard as the bride and groom are departing. Confetti is **NOT** allowed.

Smoking: Smoking of any kind is strictly prohibited within the Arts Center or the Arts Center Courtyard.

Parking:

- **ON WEEKENDS (SATURDAY AND SUNDAY):**

All spaces in rear of the Arts Center may be used, as well as unlimited time for the front of the building and besides the building on Oregon Avenue. For wedding parties, there are two (2) spaces reserved and marked in front of the building and one (1) on Oregon Avenue. ***It is the responsibility of the renter to make sure that someone from the party removes these barriers at the arrival time of the wedding party.***

- **ON WEEKDAYS (MONDAY THROUGH FRIDAY):**

Parking is available in the Hampton Place Shopping Center lot which is adjacent to the Arts Center on Main Street. After 5:00 pm, use same as weekends.

Clean up guidelines for the facility are on page 4 with the Caterers guidelines. Please make sure your party understands and follows them.

SETTING UP and STAGING EVENTS

You have one (1) hour prior to a scheduled event and one (1) hour following a scheduled event to stage, decorate or take down items for that event. For an all-day event (i.e. Wedding) on Saturday, you may stage (delivery) items on Friday with **PRIOR** permission from the Arts Center Staff.

Setting up after normal business hours on Friday will **require an additional fee of \$75 per hour.** Please contact our Facilities Director, Catherine Gaither, to make arrangements for any special hours you may require to stage your event.

LIABILITY

The Renter agrees to assume responsibility for illness or injury resulting from the event (including food poisoning and alcohol consumption) and for loss of property of any guest or other person at the event. The Renter is also responsible for damage or theft to the facility, collections, equipment, and/or materials. The renter assumes liability for the caterer and any damage caused by the caterer or any other contractor.

INSURANCE

All Renters will be required to sign the HOLD HARMLESS AGREEMENT that is attached at the end of this 4-page contact. Renters are advised to check with their current homeowner's carrier to see if they are covered for the event they are renting the Arts Center for. If they are not, it is strongly recommended that the Renter procure insurance coverage for the day and time of the event. This is most often referred to as "Special Events" insurance coverage. **In addition, an Insurance Certificate from the caterer is MANDATORY and must be provided.** The renter should ask their insurance agent to provide a Certificate of Insurance; businesses can request that their insurance agent fax a Certificate of Insurance to the Arts Center (fax 864-388-7811) or e-mail to catherine.artscentergreenwood@gmail.com.

Renter's Initial



RESERVATIONS and DEPOSITS

A Rental Contract form must be completed (including schedule of fees) prior to reserving the facility. To secure a rental date, a deposit of 50% of the rental fee plus 50% of the security deposit must be paid. The rental fee, security fee and insurance fee must be PAID IN FULL ONE MONTH prior to the event. Failure to pay the fees as charged will result in the cancellation of the event.

SECURITY DEPOSIT

A Security Deposit will be added to the total fees of the scheduled event. The Security Deposit is **100% refundable** **IF** the facility is left in the same condition in which it was received, the cleanup guidelines are followed, and the renter does not exceed the agreed upon rental period. Any charges in excess of the security deposit will be billed and become payable immediately upon receipt of the invoice.

CANCELLATIONS

If you cancel within the three-month period prior to the rental date, the Arts Center reserves the right to retain the rental deposit.

There is no refund if canceled 30 days or less prior to the event.

FINAL PAYMENT

The remaining balance is required one month in advance of the event. The Invoice/Receipt issued to you indicates the date the final payment is due. Failure to pay this fee by the due date will result in cancellation of the event. You will receive the refundable security deposit in the mail within two weeks after the event, considering any possible deductions for damages or other fees.

SECURITY GUARD

For all evening events (after 5:00 pm) and events serving alcohol, the Renter will be required to hire a Security Guard. This is to protect the Renter and the Arts Center from any damage or theft during the event. Please contact (Greenwood Sheriff's Department) at 942-8600 (Major Lonnie Smith), who can appoint you an off-duty officer. The renter must provide a name of an **approved security guard** with the final payment of rental fees due one month prior to the event.

Most Security professionals have a fee of \$35 per hour. This must be paid the night of your Event in Cash or Check directly to the security person provided. Security personnel are required to wear an ID badge.

If you should need assistance with a facility issue during the event, please contact our **Building Superintendent, John Lund**. You will be given his business card. Please keep this with you so if you should need assistance during your event, you can easily reach him. He will be in the building and his cell phone number is **992-3214**. He will secure the building at the end of your event.

The Arts Center is not responsible for any lost and/or stolen items.

RENTER'S ITEMS LEFT on ARTS CENTER PREMISIS

ALL items the Renter brings **MUST** be picked up from the Arts Center by 5:00 pm on the Monday following a weekend event. Any items left longer than 48 hours after any event will **BECOME** the **PROPERTY** of the Arts Center. Also, the Arts Center will **NOT** be responsible for any items brought prior to the event rental time or left after the ending event rental time. Please NOTE that this also applies to the Florist, Caterer hired by the Renter.

Renter's Initial



CATERER INFORMATION

Catering Kitchen Equipment Available for use: sink, tables, (2) warming ovens, (2) hot plates with (4) eyes total, commercial refrigerator, ice maker with 270 lb. capacity

- **Every caterer must have a City of Greenwood Business License** (either one-time event license or an annual license). **A copy of this license must be provided to the Arts Center prior to the event.** To obtain a license, contact Canine at 864-942-8419 (Room 130 of Greenwood City Hall). You may download a Business License at www.cityofgreenwoodsc.com. Highlight Departments (choose Finance); then click on Business Licenses. Caterers are also subject to the City of Greenwood's 2% hospitality tax. **The Arts Center has a list of caterers in the area.**
- It will be the renter's responsibility to hire caterers and bartenders. Professional caterers are required to provide the Arts Center with a Certificate of Insurance. This can be faxed to (864) 388-7811 or e-mail to catherine.artscentergreenwood@gmail.com. Any questions need to be directed to our Events Director, Catherine Gaither; (864) 388-7800, Tuesday through Friday from 10:00 am – 3:00 pm.
- Caterers will have access to the Arts Center at a time arranged by Arts Center staff. For ease of entry, the Caterer and staff can enter on the side entrance off Oregon Avenue through the gates. There is also a ramp available for easier loading and unloading there.
- A catering firm supervisor must be present throughout the function to include setup, take down, and cleanup.
- Caterers must exercise caution when bringing supplies into the facility. No objects are to be placed against the walls or art work. No furnishings or objects belonging to or on display at the Arts Center may be moved or used without the specific approval of Arts Center staff.
- No open flames are permitted in the building.
- Alcoholic beverages may be served with prior consent noted on the rental application and during the hours the Arts Center is closed to the public. **The renter and the caterer assume all liability regarding alcoholic beverages served and consumed during their event.**

CLEANUP

1. All areas used by the caterer or renter, including the kitchen and all equipment, must be cleaned the day of the event at its conclusion.
2. The **RENTER** is responsible for the replacement or repair of broken or damaged property caused by the renter, caterer, or guests.
3. Kitchen floor must be free of debris. Light mopping may be necessary if food and/or beverage debris are evident. There is a mop and pail in the kitchen closet for this purpose.
4. All other floors used for function must be free of debris.
5. **Please bag all garbage and place in the large trash cans in the kitchen area or remove the trash with you.**
6. The Arts Center will charge the Renter reimbursement costs for damaged furniture, equipment, and/or damages to the Arts Center or its contents. The decisions on repair and/or damages will be determined by the Arts Center Executive Director. The RENTER is obligated to report any damage. Any charges in excess of the security deposit will be billed and become payable immediately upon receipt of the invoice.

Arts Center at the Federal Building
Arts Council of Greenwood County, Inc.
120 Main Street - PO Box 3366
Greenwood, SC 29648

catherine.artscentergreenwood@gmail.com
Office (864) 388-7800 - Fax (864) 388-7811
www.emeraldtriangle.us/arts-center

**Our Special Events Director, Catherine Gaither, can be contacted at our Arts Center offices
11:00 am – 2:00 pm, Tuesday, Thursday, and Friday, or by special appointment for other times.**

WEDDING RENTALS

FACILITY OPTIONS AND PRICES

WEDDING RECEPTION FEES FOR BUILDING (Saturdays & Sundays ONLY!)

Full Day, Multi-Room Event	\$ 1,650
Security Deposit	<u>\$ 300</u>
TOTAL	\$ 1,950

Amount due to reserve the date: **\$975** (Building). This Rental includes use of **Reception Hall, Gallery, Entrance Foyer, Kitchen and Courtyard**

- Reception Hall, Courtyard 10:00 am - 11:30 pm
- Gallery, Front foyer 2:00 pm - 11:30 pm Since the Gallery is open on Saturdays from (9:30 am - 1:30 pm), usage of this area is limited for time.

WEDDING RECEPTION FEES FOR GALLERY OR RECEPTION HALL (Saturdays ONLY!)

Full Day, One Room Event	\$ 850
Security Deposit	<u>\$ 200</u>
TOTAL	\$ 1,050

Amount due to reserve the date: **\$525** (Gallery OR Reception Hall).

Courtyard: Rental of the Courtyard in ADDITION is \$35 per hour.

~ ALL EVENTS MUST CONCLUDE PRIOR TO MIDNIGHT ~

PARKING, On weekends (Friday after 6:00 pm, Saturday and Sunday):

All spaces in rear and on the side of the Arts Center may be used, as well as unlimited time for the front of the building and beside the building on Oregon Avenue. For wedding parties there are (2) spaces reserved and marked in front of the building if requested. Hampton Place Shopping Center has additional parking available. *It is the responsibility of the renter to remove these barriers after the arrival of the wedding party.*

EQUIPMENT AVAILABLE

Catering Kitchen Equipment

Sink, tables, (2) warming ovens, (2) hotplates with (4) total eyes, commercial refrigerator, ice maker (270 lb. capacity)

Available Furnishings Rentals

- (190) Upholstered Chairs
- (15) 60" Round Tables
- (4) 36" Round Tables
- (10) 6' Rectangle tables
- (6) Bistro Tables
- Wireless Internet Services are available during meetings upon request
- Large easel is available for Wedding Portrait display for Wedding and/or Rehearsals

CONTACT INFORMATION

Please contact our Events Coordinator, Catherine Gaither, for a walk-through with your cater or others involved with your event. She can be reached at our offices from 10:00 am - 3:00 pm. Tuesday through Friday. Her email address ...

catherine.artscentergreenwood@gmail.com

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Please visit our website for more Arts Center information:

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GENERAL RENTALS

Facility Options and Prices

GENERAL RENTAL FEE SCHEDULE

WEEKDAY RATES (8:00 am - 5:00 pm Monday through Thursday for Reception Hall, Conference Room; Front Gallery **ONLY** available after 5:00 pm on these days.

Any Rentals on **SUNDAY** has a fee of \$100 per hour with a Minimum of 2 hours (\$200).

Payment in FULL due with Reservation

	<u>Weekday Rates</u>	<u>Security Deposit</u>	<u>TOTAL</u>	<u>Due for Reserve</u>
• Two Hour Limit	\$ 150	\$ 0	\$ 150	\$ 150
• Three Hour Limit	\$ 225	\$ 0	\$ 225	\$ 225
• Four Hour Limit	\$ 300	\$ 0	\$ 300	\$ 300
• Five Hour Limit	\$ 375	\$ 0	\$ 375	\$ 375
• Full Day Event	\$ 450	\$ 0	\$ 450	\$ 450

WEEKDAY NIGHT RATES (Monday - Thursday; after 5:00 pm) for Gallery or Reception Hall Rentals.

	<u>Weekday Rates</u>	<u>Security Deposit</u>	<u>TOTAL</u>	<u>Due for Reserve</u>
• Two Hour Limit	\$ 350	\$ 50	\$ 400	\$ 200
• Three Hour Limit	\$ 400	\$ 100	\$ 500	\$ 250
• Four Hour Limit	\$ 450	\$ 100	\$ 550	\$ 275
• Full Day Event	\$ 550	\$ 100	\$ 650	\$ 325

COURTYARD:

WEEKDAY RATES: Two (2) hour minimum for \$50 per hour includes use of one (1) bathroom and the Courtyard area **ONLY**.

We DO NOT furnish chairs for outdoor functions.

PARKING:

ON WEEKDAYS: From 9:00 am - 5:00 pm parking is available in the Hampton Place Shopping Center parking lot.

CONFERENCE ROOM:

Full Day - \$300 (9:30 am - 5:00 pm) OR \$65 per hour

∞ **ALL EVENTS MUST CONCLUDE PRIOR TO MIDNIGHT** ∞

WEEKEND RATES (after 5:00 pm on Fridays; all day Saturday or Sunday) for Gallery and Reception Hall Rentals.

	<u>Weekend Rates</u>	<u>Security Deposit</u>	<u>TOTAL</u>	<u>Due for Reserve</u>
• Three Hour Limit	\$ 600	\$ 150	\$ 750	\$ 400
• Four Hour Limit	\$ 700	\$ 175	\$ 875	\$ 475
• Full Day Event	\$ 850	\$ 200	\$ 1,050	\$ 550

COURTYARD:

WEEKEND RATES: The Courtyard may be rented **ONLY** in conjunction with building Facilities Rentals. Rate is \$35 per Hour.

We DO NOT furnish chairs for outdoor functions.

PARKING:

ON WEEKENDS (FRIDAY AFTER 6:00 PM; SATURDAY AND SUNDAY):

All spaces in rear and on the side of the Arts Center may be used, as well as unlimited time for the front of the building and beside the building on Oregon Avenue. For wedding parties there are (3) spaces reserved and are marked in front of the building if requested. Hampton Place Shopping Center has additional parking available. *It is the responsibility of the renter to remove these barriers after the arrival of the wedding party.*

Reference Equipment Available and Contact Information on Back Page



GENERAL RENTALS

Facility Options and Prices

Fees includes use of tables and chairs, set-up, and kitchen rental.

Weekends include Friday 5:00 pm to Sunday PM . Access to rooms after 5:00 pm will be at the Oregon Street entrance on the left side of the Arts Center Building. The front door will not be accessible unless the Gallery is being rented.

EQUIPMENT AVAILABLE WITH RENTALS

Catering Kitchen Equipment

- Sink, Tables
- Warming Ovens
- (2) Hotplates with (4) total eyes,
- Commercial Refrigerator, Ice Maker with 270 lb. capacity

Available Furnishings for Reception Hall, Gallery ONLY

- (190) Upholstered Chairs
- (15) 60” Round Tables
- (4) 36” Round Tables
- (10) 6’ Rectangle tables
- (6) Bistro Tables
- Wireless Internet Services are available during meetings upon request
- Large easel is avail be for Wedding Portrait display for Wedding and/or Rehearsal

Conference Room

- (18) Chairs
- (1) Large Conference Table; (4) Rectangle Tables

CONTACT INFORMATION

Please contact our Events Coordinator, Catherine Gaither, for a walk-through with your caterer or others involved with your event. She can be reached at our offices from 11:00 am - 2:00 pm, Tuesday, Thursday and Friday. Her email address is catherine.artscentergreenwood@gmail.com.

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Please visit our website for more Arts Center information: www.emeraldtriangle.us/arts-center

Your Reservation will be guaranteed only upon receipt of a signed contract, accompanied by 50% of the fees required. Your Rental Fee balance is due one month prior to the event. Events that exceed the reserved time will owe an additional fee. This will be subtracted from the security deposit.



ARTS CENTER AT THE FEDERAL BUILDING
ARTS COUNCIL OF GREENWOOD COUNTY, INC.
EVENT STAGING REQUIREMENTS

SETTING UP PRIOR TO AN EVENT

You have one (1) hour prior to a scheduled event and one (1) hour following a scheduled event to stage, decorate or take down items for the event. For an all-day event (i.e. Wedding) on Saturday, you may stage (deliver) items on Friday with PRIOR permission from the Arts Center Staff

Setting up after normal business hours on Friday will **require an additional fee of \$75 per hour.** Please contact our Facilities Director, Catherine Gaither, to make arrangements for any special hours you may require to stage your event.



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ARTS CENTER AT THE FEDERAL BUILDING

ARTS COUNCIL OF GREENWOOD COUNTY, INC.

HOLD HARMLESS AGREEMENT

This Hold Harmless and Indemnification Agreement (“Agreement” is entered into by and between Arts Council of Greenwood County, Inc., a non-profit corporation, hereinafter "Arts Center" and

(Please circle appropriate entity type: Individual, Partnership, Corporation, Non-Profit), hereinafter “Renter” on this _____ day of _____, 2018 in Greenwood, South Carolina.

RECITALS

Arts Center desires to rent to Renter its premises and building located at 120 Main Street in Greenwood, South Carolina, ("Premises"), for an event to be held on _____ day of _____, 2018,, and at other times as mutually agreed upon between the parties. The intent of this Agreement is to indemnify Arts Center from any claims arising from and related to Renter's use and rental of these premises.

AGREEMENT

FOR VALUABLE CONSIDERATION, the receipt of which is hereby acknowledged, Arts Center and Renter agree as follows:

Renter will indemnify and hold harmless Arts Center from any and all claims, actions, and judgments, including all costs of defense and attorney’s fees incurred in defending against same, arising from and related to Renter’s use and rental of the premises located at 120 Main Street, Greenwood, South Carolina. Renter’s actions include the acts of Arts Center’s agents and employees.

Art's Center shall be entitled, in its reasonable discretion, to settle claims prior to suit or judgment, and in such event Renter shall indemnify and hold harmless Arts Center for any such claims paid, including Art Center’s reasonable attorney’s fees incurred resulting from such claim.

In the event any claim or suit is brought against Art Center within the scope of this Agreement, Renter shall pay for legal counsel chosen by Art Center to defend again same.

This Agreement shall encompass any and all claim arising out of or resulting from Renter's use of the Premises, including but not limited to claims resulting from (i) the furnishing of alcoholic beverages, and (ii) valet parking services hired by Renter as independent contractors.

In the event either party files suit in a court of law to interpret or to enforce the terms of this Agreement, the party prevailing in such action shall be entitled, in addition to any legal fees incurred in defending again any third party claim, to its reasonable legal fees and costs incurred in such action to interpret or to enforce the terms of this Agreement.

This Agreement shall be interpreted under the laws of the state of South Carolina.

Arts Council of Greenwood County

Arts Center at the Federal Building

Title _____

by Arts Center Designated Agent

Title _____

by Renter’s Designated Agent



ARTS CENTER AT THE FEDERAL BUILDING
ARTS COUNCIL OF GREENWOOD COUNTY, INC.



RENTER CHECK LIST



Please keep this list for you to check along the way for your records. We will also keep up with you progress separately.

(Date Information provided)

- 50% of Total Rental, Fees Paid to Arts Center _____
- Certificate of insurance provided to Arts Center _____
- Hold Harmless Agreement signed and returned to Arts Center _____
- Caterer Contact Information Forwarded to Arts Center, Special Events Director _____
- Caterer's Certificate of Insurance Forwarded to Arts Center _____
- City of Greenwood Business License provided _____
- Requested Parking Places for Wedding _____
- Final Fees Paid to Arts Center _____
- Handicap Assistance Required; Notified Arts Center, Events Director _____
- CATERER'S Information Sheet presented to Caterer _____
- Security Person's Name _____

Please make all check payable to: Arts Center Greenwood