

Main Gallery Rental Terms of Agreement



The Arts Center provides a unique venue for your meeting, entertaining, or special event. Housed in a beautiful historic church building, the architecture and changing exhibits provide a dramatic environment for private, public, business, or social gatherings. The acoustics in the Main Gallery are ideal for recitals, readings, and performances.

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I. Rates and Availability

- Main Gallery: \$450/3-hour minimum, \$100 per additional hour
- pARTner rates are 50%
- Main Gallery is generally not available during our public open hours:
 - 12-5 pm Tuesday-Saturday
- TAC Curator and/or Executive Director must approve the date(s) and time to ensure that the rental will not disrupt a planned gallery exhibit.
- Availability and space capacity are dependent on the scope and nature of the exhibit installed at time of rental.
- Capacity for any given exhibit will range from 136 for standing room only, 85 for seated audience theatre-style, or 40 for seated classroom or dinner.

II. Use of the Gallery Space

The Arts Center is, first and foremost, a community art space that should be fully accessible to the public during regular operating hours and during the implementation of TAC's programs.

The Arts Center does not currently rent the facility for wedding receptions or dances.

At least one TAC staff member must supervise all Main Gallery rentals (private and public).

Events in the gallery must accommodate artwork on the walls and on pedestals.

If the curator agrees to temporarily remove artwork for a rental, only TAC staff are authorized to move or remove any installed artwork. Renter may not move any artwork.

The Renter signing the contract is solely liable, shall be held responsible, and will be billed for any damages incurred to The Arts Center building, facilities, fixtures, furniture, equipment, grounds, or supplies, on the premises occurring as a result of acts or omissions of the Renter or Renter's Guests, and responsible for repair or replacement up to the full cost. Damages are Payable Immediately upon receipt of Invoice.

The Renter signing the contract will be billed for repair or replacement up to the full cost of artwork resulting from damage during set-up for the rental event, the rental event itself, or clean-up of rental event.

The Renter is responsible for notifying persons attending the event, including children, to be respectful of the artwork and facility, and is responsible for supervision of all people in attendance during use of the facility.

The Arts Center staff may terminate an event and/or request police assistance at any time to prevent abuse of privileges and to enforce facility rules and regulations.

Renter may not attach anything to the Main Gallery walls, ceiling, or flooring. Banners, posters, artwork or any other materials must be supported on free-standing supports or tables.

Lighting is created to enhance each exhibit, and cannot be changed for an event.

III. Event Set Up

The Renter is responsible for setting up before the event and cleaning up immediately after the event. All renters must complete a set-up and tear-down checklist.

There must be a 3 foot space between artwork and tables, chairs, or aisles (traffic flow area wide enough to reduce risk to artworks).

To comply with fire safety regulations, middle and outside aisles must be maintained when setting up chairs and tables.

Tables and Chairs: The Arts Center provides 70 padded folding chairs and 10 rectangular tables(18" x 61") for Main Gallery rentals.

Use of facilities

Smoking, vaping and/or lighting of any substance, including candles is not permitted on The Arts Center premises (in building or on grounds).

Kitchen Facilities: The Main Gallery rental kitchen is equipped with a sink, microwave, and small service refrigerator. In addition, the full size refrigerator, microwave, and sink in Level B kitchen is available to Main Gallery Renters. Renters may use non-disposable dishes and flatware on the premises. Disposable items and consumables in cupboards may not be used for rentals.

Food/Beverages: Renter provides any and all refreshments and supplies, including table linens, cups, napkins, etc. Three event garbage containers with liners will be provided.

Plaza: The City of Corvallis Parks & Recreation rents use of the plaza in front of The Arts Center. Applications to rent the plaza must be made to the City of Corvallis ahead of time. FMI:

<https://www.corvallisoregon.gov/parksrec/page/arts-center-plaza>

Thus events renting The Arts Center may not "spill out" to the plaza other than to the steps of the building

IV. Cleaning

The facility must be returned to the condition in which it was rented. This includes, but is not limited to, wiping down tables and chairs as needed, wiping down kitchen counters, washing and drying any kitchen utensils/serviceware used, putting away tables/chairs/equipment, removing garbage and recyclables to outside receptacles, cleaning up spills and sweeping floors, and cleaning up any messes in bathrooms.

All food, garbage, and recyclable materials must be removed from the Premises by the end of the event.

Renter will be charged a \$100 cleaning fee, or forfeit their cleaning deposit if any of these conditions are not met.

V. Liability

The Renter agrees to hold The Arts Center and its employees free from any liability or claim for damages or suit for or by reason of any injuries to any person or property of any kind whatsoever, from any cause whatsoever, arising out of the use and occupation of the Premises by Renter or Renter's Guests; and the Renter hereby covenants and agrees to indemnify and save harmless The Arts Center from all liability or damage on account of or by reason of any such injuries or damage.

The Arts Center will not be held responsible for lost or stolen items during the event. The Renter takes full responsibility for handling inquiries regarding lost and found items that occurred during the event.

As The Arts Center is located within a residential neighborhood, Renters and their Guests must observe residential quiet hour rules after 10 pm.

VI. Scheduling and Over-Time

The Rental time and calculated payment will be based on the time the Renter, the Renter's hired or volunteer help (including caterer), and/or Renter's guests arrive to start setting up the event, through the time the Renter, the Renter's hired or volunteer help, and the Renter's Guests have left the building.

If the event runs over the time the Renter has contracted for, Renter will be charged at an overtime rate of \$100 per hour, being accrued per minute.

VII. Cancellation

The Arts Center reserves the right to cancel any Rental or Series of Rentals without notice if conditions of this contract are not met.

Cancellation by the Renter releases The Arts Center from further obligation, and results in forfeiture of the Renter's initial 50% payment.

In the event that The Arts Center cancels a Rental, full Deposit and/or Payment shall be returned to the client, but additional compensation will not be made.

In the event The Arts Center is closed due to natural or man-made disasters, including flood, fire, disease, martial law, curfew, terrorism, police action, transportation or power grid disruptions, severe weather or public health conditions (such that schools are closed), major plumbing, electrical, or facility outages, The Arts Center reserves the right to cancel the Rental without notice. In the event one of these circumstances occurs and a Rental is cancelled, The Arts Center will refund the Rental Payment for that single event, but additional compensation will not be made.

VIII. Alcohol

The Renter must notify The Arts Center in advance if alcohol will be served at the event.

The Renter agrees to conform to Oregon State liquor laws and regulations, and may not use The Arts Center as the sponsor organization. OLCC link: http://www.oregon.gov/OLCCI/LIC/difference_license_servicepermit.shtml.

This includes hiring licensed servers and obtaining temporary permits as needed. The Arts Center does not maintain an alcohol service license for the site. The Arts Center does not provide licensed servers for rental events.

If the Renter plans on selling tickets to an event where alcohol will be served, or selling alcohol at a free event, it is the Renter's responsibility to obtain the necessary permits through the City of Corvallis and OLCC, and arrange for licensed servers, and/or hire a caterer with facility and/or server licenses. The permitting process can take up to one month. The Renter must provide, at least 72 hours prior to event date, copies of their permits to The Rental Coordinator. If permits are not provided at this time, The Arts Center may cancel the event, and no refund will be issued.

Alcohol at a private event must be contained within the building! Signs indicating that a PRIVATE PARTY - INVITED GUESTS ONLY can be made to be posted, and the front steps should be "roped across" to discourage drop-ins.

IX. Reserving the Space: Conditions/Request/Payment

If Renter is not the primary contact for the duration of the event, Renter must identify the primary contact to facilitate set-up and clean-up for the event. Renter must provide primary contact's name, phone number(s), and email.

Arrangements for additional equipment must be made at time the event is contracted. Additional equipment we can provide for an additional fee includes:

- Lectern (\$25)
- Microphone and amplifier (\$50)
- Portable projection screen (\$25) Music stands (\$25 for set, 6 available)

Once the Rental Request has been processed, the signed contract and 50% of the rental fee is required to reserve the requested rental dates/times. If paid by check, a separate cleaning deposit check, in the amount of \$100 is also required to secure the reservation. The cleaning deposit check will be shredded or returned to Renter after the event as long as all conditions have been met. Balance of the Rental fee is due at least 72 hours prior to the event.

For questions regarding your rental, please contact Maggie Seldera-Bahnson, assistant.admin@theartscenter.net

To be completed by TAC staff:

Renter (Name/Company) _____

Type of Rental _____

Date(s) of Rental _____

Time(s) of Rental _____

Total Rental Cost \$ _____

Deposit Due to Reserve Date \$ _____

Cleaning Deposit Received Date _____

Cleaning Deposit Returned Date _____

Your signature below indicates that you acknowledge and agree to the terms and conditions.

Renter's Signature _____ **Date:** _____

Print Name: _____

Phone: _____

Email: _____

Date: _____

Erinn Gavaghan , Executive Director