

Martin County Arts Council, Inc.

Rental Fees/ Policy and Procedures Guidelines

Thank you for your interest in using the Martin County Arts Council for your event!

Martin County Arts Council, Inc. (MACA) Board of Directors will review all building rental applications. Only events deemed suitable for our building will be approved.

If rentals are scheduled to take place during regular Gallery hours, some groups from the county and town can meet at no charge.

Rentals Charges: (Choose which package suits your needs the best with a 2 week advance notice and a \$50 deposit to save the date and time. Deposits are non-refundable.)

Note: Martin County Arts Council members receive a 10% discount off the prices below:

- **Package A:** Rental for 6 hours, **lower level only** \$300.00
Rental for 12 hours, **lower level only** \$500.00
- **Package B:** Rental for 6 hours, **both levels** \$400.00
Rental for 12 hours, **both levels** \$600.00
- **Package C:** Rental for Short Meetings (4 hours) **lower level** \$125.00
Rental for Short Meetings (4 hours) **upper level** \$100.00

****FAILURE TO ABIDE BY ALL THE RULES WILL JEOPARDIZE YOUR ABILITY TO RENT THE BUILDING IN THE FUTURE.**

Additional Charges:

- Remaining balance of your rental will be due 7 days prior to the event.
- *Renter should remove all trash and leave facility as found. The MCAC staff person on duty will inspect the premises and record such findings before the building is vacated. This documentation must be signed by the lessee and the staff person.

APPLICABLE FOR ALL RENTALS

1. **Use of Tables and Chairs:** Tables and chairs are included in the rental price. There are 8 (eight) - round tables, 10 (ten) – 6 ft. tables and 4 (four) 8 ft. tables. There are enough chairs to seat the number of persons allowed in the building occupancy fire code limits.
2. **Building Occupancy:** Fire code limits the number of attendees to 100 persons on the first floor and 59 persons on the second floor. If numbers in attendance exceed fire code limits, the fire marshal may be called to evacuate the building and possibly shut down the event.
3. **Liability:** The MCAC assumes no liability for personal/bodily injury, lost items or damages during or following the use of the building. **You are responsible for the behavior and safety of the group using the facility!** You, as the lessee, are responsible for damages to any property belonging to MCAC including items on display at the time of the event or items belonging to others and will be held liable for any costs, damages, attorney fees and expenses incurred in connection with this contract.
4. **Alcohol:** If alcohol is being served or sold, appropriate alcohol permits/licenses are required. You do not required to get an alcohol permit to serve beer, wine and any spirits available at the grocery store. However these beer, wine and other beverages of this sort cannot be sold without a permit and insurance. A copy of the compliance notice should be on file at MCAC prior to the event.

Also, if alcohol is to be sold or served, a special event liability insurance policy must be purchased for at least \$1,000,000 and must include property damage with a limit of at least \$100,000. MCAC, Inc. must be listed as an additional insured and a copy of the certificate of insurance confirming this liability coverage must be submitted to the MCAC no less than 10 days prior to the event date or the rental agreement will be considered null and void. Insurance can be purchased from any insurance agency of your choice.

Note: The MCAC reserves the right to have law enforcement, at the lessee's expense hired to be at any event that serves alcohol

5. **Building Policy: Please adhere to the following rules:**

- a. The building is a non-smoking facility; No smoking inside the building. Marijuana and other drugs are strictly forbidden.
- b. No nails, tacks, staples, or tape may be used on the walls of the building.
- c. Candles must be in holders.
- d. The building must not be used for any unlawful or offensive purpose.
- e. Fire extinguishers are accessible in the event of a fire.

Rental Agreement Form

Lessee's contact information:

Name (print) _____

(Person renting building must be 25 years old or older and will be held responsible for making sure rules are followed)

Mailing Address _____

Email address _____

Telephone Numbers _____ (home) _____ (cell)

Date: _____ Signature _____

Occupancy: Lower level – 75-100 maximum Second Level- 45 - 59 person maximum

Rental Agreement: I have read, understand and agree to all the terms and conditions of this agreement. I wish to rent the MCAC building:

CIRCLE ONE: downstairs upstairs on _____ (date) for
_____ (hours) to begin at _____ (time) and end at _____ (time) (hours include
decorating and cleanup) for the purpose of (type of
event) _____

Alcoholic Beverages will _____ or will not _____ be served.

_____ (lessee signature) _____ (date)

_____ (MCAC signature) _____ (date)

Rental Package Costs and Fees:

1. Rental package Fee: _____

2. Deposit (\$50): _____ balance _____ due on _____ (7 days prior to event)

3. Staff expense: _____ hours X \$12/hour = _____ (Paid at end of event to staff person)

(Staff signature) _____

4. Special Event Liability insurance Policy(if applicable): Policy number _____ Staff Initials _____

5. Special Event liability insurance Policy: _____ (number) _____ (staff initials) _____