



GADSDEN MUSEUM OF ART

Barbara Reed Gallery Rental Agreement

Responsible Party Name _____

Group/Organization _____

Address _____

City, State, Zip _____

Phone _____ Email _____

Date(s) of Reservation _____ Day of Week _____

Type of Event _____

Prep Start Time _____ am/pm Start Time _____ am/pm End Time _____ am/pm

Rental agreement covers up to three hours of prep time, three hours of event time and one hour of cleaning time. All events must end by 11:00 pm. Dates for event are final.

Rental Rate - **\$425** for up to three hours of event time (\$350 to the City of Gadsden; \$75 staffing fee). Events that are expected to be more than three hours must be pre-approved and will incur a fee of an additional \$125 per hour.

This does not include the **\$200** refundable deposit.

Additional hour(s) _____

Alcohol Yes / No (circle one)

Approximate number of guests ___ (max occupancy: 140)

There will be no events held during business hours. All events must take place after 5pm on Friday and after 3pm on Saturday. Events that will be using prep time may arrive 3 hours prior to the event and begin setting up during business hours but the event may not begin until after hours.

Deposit & Payment - The date requested for rental is reserved upon receipt of a \$200 refundable deposit to be paid at the time of reservation. The deposit will be mailed to the responsible party pending any damages made during the event. This deposit is required to hold the space, and the remaining balance is due in full 14 days prior to the event date. The rental agreement is between the Gadsden Museum of Art and the renter. The renter (responsible party) is solely responsible for any and all monies due.

If you have read and agree to the rental rate and deposit, **initial here** _____

Policies & Procedures

Absolutely Not Allowed

- Glitter (including decorations with glitter on them, body glitter, and loose glitter of any kind)
- Confetti (that includes balloons with confetti inside them)
- Bubbles
- Arches
- Photo booths
- Helium balloons
- Live plants
- Open flames (with the exception of chafing dishes).

This is a museum, therefore any decor which could potentially harm or damage art or artifacts within the museum are strictly prohibited. Only table decor is allowed.

- Use of any of the above decorations that are strictly prohibited will result in immediate cancellation of your event.
- You are also responsible for informing members of your event of these decor restrictions. Failure to comply with these restrictions may result in the responsible party being required to pay for any damaged artwork and/or paying for a professional cleaning of the second floor, as well as the retainment of the security deposit.

If you have read and agree to the policies and procedures regarding decorations absolutely not allowed, **initial here** _____

Set-Up/Decorations

- Responsible party/renter will be allowed entry into the facility 3 hours before event time in order to set up.
- Decorations must be fireproof or flame retardant.
- Glitter, confetti, bubbles or anything that may leave residue or debris is not permitted.
- No open flames with the exception of chafing dishes.
- NOTHING can be placed on the walls. Decorations cannot be adhered to the wall, no tables can touch the wall (allow at least 6 inches). Tape, adhesives, and nails are not permitted.
- Decorations may be placed downstairs (back entry) AFTER the museum has closed for the day.
- Contact the Museum to arrange an appointment at least two weeks prior to event to discuss set-up and preparation details.

Due to contracts with artists, GMA or the responsible party will not move any work(s) of art or conceal it by any means whatsoever. While we strive for excellent customer service, the facility is a museum and the responsibility to protect the artifacts and art is our first concern. At times, our exhibits may contain nudity. These pieces will not be removed for events. At no time will artwork or furniture be moved without prior permission. All installations and shows are to remain intact.

If you have read and agree to the policies and procedures regarding decorations, **initial here** _____

Damage and Cleaning

- The responsible party/renter is responsible for any damages that occur to museum property.
- This includes any damage that may occur to the structure of the building, any exhibits on display, or excessive cleaning needs (i.e. carpet stains). The renter will pay for any damages incurred during the event.
- The renter is responsible for keeping event guests upstairs in the second floor gallery. No one is allowed downstairs during or after the event with the exception of using the elevator or restrooms.
- Event planner/caterers are responsible for unloading, setting up, and reloading all items.
- Breakdown must occur immediately after the event and all food, equipment, and other items must be promptly removed from the premises. Nothing should be left in the museum following an event.
- The renter is expected to return the space to the condition in which it was prior to the event. Any items, such as carts, must be returned in the same condition as they were found.
- All garbage bags are to be sealed and rolled down (using the elevator) to the garbage bins facing the parking lot before the renter leaves the property.
- All empty bottles are to be disposed of in the boxes they came in and carried to the dumpster.

Damages accrued to the facility or its property by the rent of guests will result in the revocation of the \$200 deposit. The renter is responsible for any and all damages due to abuse or neglect.

Safety

- After museum hours, the back door is the only door to remain open for guests, all other entrances/exits serve as fire exits only.
- Children must be supervised by an adult at all times.
- Smoking is prohibited at all times in the Museum and is only permissible in assigned outdoor areas 30 feet away from the building. Use of illegal drugs or any illegal substances is prohibited at all times.
- GMA cannot assume responsibility for items left by the caterer, guests, or renter. Caterers or renter are responsible for removing all articles brought in during the rental event.

If you have read and agree to the policies and procedures for damage, cleaning, and safety, **initial here** _____

Alcohol

Under the laws of the Alabama ABC Board, if alcohol is sold or if tickets are sold to an event where alcohol is provided, a temporary liquor license must be obtained. A copy of this license must be on file with GMA 7 days prior to the event. A one-day alcoholic beverage permit from the city must also be on file 7 days prior.

- Clients wishing to serve hard alcohol, in addition to beer and wine, must have a bartender serving at all times.
- No alcoholic beverages are to be taken outside of the building.
- Absolutely no kegs.
- The client (renter) shall not permit, and shall cooperate with GMA in not permitting, the consumption of alcoholic beverages on the premises by any persons less than 21 years of age, nor the consumption of any alcoholic beverages outside the designated areas.
- Renter is responsible for obtaining an off-duty police officer from the Gadsden Police Department to serve as security when alcohol is present. Failure to provide an off-duty officer will result in an immediate cancellation of the event via police escort.
- If you have read and agree to the policies and procedures for alcohol, initial here ___

Special Circumstances

- Cancellations must be made at least 7 days prior to the event date and deposit will be forfeited.
- Non-profit organizations must show 501(c)(3) status no later than two weeks prior to the event.
- A representative from the City of Gadsden must remain on the premises throughout the event. Representatives will be provided by the Museum; the \$75 staffing fee will be paid separately to the representative by the renter at the time of final rental payment.

All event advertisement or publicity concerning GMA requires Museum approval.

If you have read and agree to the policies and procedures for alcohol,
initial here _____

Rental Access - use of the Barbara Reed Gallery, kitchen and restrooms, early access to prep and set up prior to the function, and museum carts and elevator for easy access to rental space.

The kitchen is to be used for holding and heating off-site prepared foods. The following is available for use during rental times only:

- one door refrigerator unit with freezer
- two door refrigerator unit with freezer
- two-compartment sink
- dishwasher

Up to:

- fifteen 60” round tables
- one 72” round tables
- three 8’ banquet tables
- four 6’ banquet tables

Requested:

- ___ 60” round tables
- ___ 72” round tables
- ___ 8’ banquet tables
- ___ 6’ banquet tables

The museum can provide round table clothes for an additional fee of \$12 per table cloth (black only). The museum must be notified two weeks prior to the event if table cloths are requested.

WAIVER AND RELEASE: By renting the Gadsden Museum of Art facilities, the undersigned hereby agrees to waive, release, discharge and forever hold harmless the museum, its employees, directors and the City of Gadsden from and against any and all claims, demands and liabilities to third parties including, but not limited to, liability arising from any losses, liabilities, claims, damages, suits or expenses incurred or which may be incurred as a result of the undersigned’s rental of the museum facilities.

Renter’s Name (Printed) _____

Renter’s Signature _____ Date _____

Museum Representative _____ Date _____

Deposit/Date _____ cash _____ check _____ (ck # _____)

Balance Due _____

Comments: _____

Please note that the renter (responsible party) is responsible for informing other guests of the policies of the rental agreement.