



Greetings!

Thank you for choosing *The ARTSpace on Main* as the venue for your special event. Being a part of the *ARTx3 Campus*, our primary purpose is to bring the arts to the community in a real and personal way.

Our mission is to serve as a cultural crossroad by engaging, educating, and entertaining through the arts and sciences.

We hope the use of *The ARTSpace on Main* will enhance your event.

Sincerely,

*The ARTSpace on Main Staff*

The ARTSpace on Main's (ASOM) Facilities Manager will work with Lessee in an attempt to provide a safe and enjoyable experience by the Lessee, protect the interests of ASC's facilities and programs, and to determine that all parties involved adhere to terms of this contract.

## 1. GENERAL:

- a. Alcoholic beverages may not be sold. ASOM reserves the right to terminate the serving of alcoholic beverages at any time.
- b. Smoking in the facilities is prohibited. Smoking outside the facility must be more than 10 feet from any ASOM entrance by Pine Bluff City Ordinance.
- c. No objects may be thrown inside the facility. Birdseed may be thrown in the parking lot with prior approval.
- d. No alteration of the galleries (the moving of artwork, exhibit cases, artifacts, furniture, sculpture) is permitted in any way. Alteration may be granted upon advance request and approval by the Curator or the Executive Director.
- e. Equipment/decorations provided by Lessee must be removed by Lessee after the event. Lessee must notify the Lessor's Theater Programs Manager and get approval for any set-up or decoration arrangements required.
- f. Public parking is available along Main St. and in ASOM's two parking lots. Parking on the grass is prohibited. Handicapped parking is available.
- g. No picking or disturbances of flowers, shrubs, etc. is permitted.
- h. Construction is prohibited. No wall or ceiling surface may have any item attached to it with glue, adhesive tape, screws, nails, tacks or staples.
- i. All Fire Exits, Aisle Ways, and Air Vents must be kept clear at all times. Lessee should discuss entering and exiting procedures prior to the event.
- j. There is a flat rate of **\$200.00 (plus an additional \$35 p/hr for rentals over 5 hrs)** for Security for events taking place outside of regular business hours.
- k. There is a flat rate cleaning fee of \$125 for all rentals.
- l. The Lessee is fully responsible for all loss or damage to the building, its contents and/or grounds. The presence of security personnel during an event does not in any way diminish Lessee's responsibility to pay for damages.
- m. Neither ASOM nor the Lessee shall be under any liability for failure to fulfill this contract due to acts or regulations of public authorities, civic tumult, strikes, catastrophes and/or epidemics.
- n. Lessee agrees to indemnify ASOM and its staff members against all liability or damage suffered in connection with the use of the facility due to negligence of Lessee or their representatives.
- o. Lessee must immediately notify the Facilities Manager of any changes to the activities set forth in this contract.

## 2. FOOD/DRINK

- a. A certificate of both Workman's Compensation and Liability Insurance must be on file with ASOM for any Professional Caterer providing service for an event.
- b. Only safe heat or pure grain alcohol may be used for chafing dishes. Burning candles is prohibited.
- c. Lessee are responsible for the preparations of food and clean-up of the facility. All trash must be removed from the building and deposited in the trash dumpster located in the alley beside ASOM.
- d. ASOM does not rent dishes, silver, plates, glasses, flatware, decorations or linen.
- e. ASOM staff will, with prior arrangement and agreement, help with the set-up of table arrangement.

## 3. DELIVERY and STORAGE:

- a. Any materials/equipment delivered to ASOM will not be accepted unless prior arrangements have been made.
- b. ASOM will not accept any goods if any sum is to be paid to the carrier upon delivery.
- c. Short term storage may be allowed subject to space availability. Prior arrangements must be made with Lessee's Facilities Manager and detailed delivery schedule will be required.
- d. No storage of flammable or chemicals is allowed on ASOM property.
- e. Trucks and buses will be parked in appropriate spaces. Vehicles are required to turn off engines while in the Loading Dock area.

## 4. TECHNICAL REQUIREMENTS:

- a. Only qualified personnel are allowed to operate technical equipment i.e., sound, audio/video, etc.
- b. Staff reserves the right to determine the number of personnel required to operate equipment.
- c. Arrangements for technical personnel will be made by staff.
- d. Technical assistance and equipment must be included in this rental agreement.

5. MUSIC:
  - a. Small musical ensembles are permitted inside ASOM.
  - b. Music outside in the ASOM ART Yard may be electronically amplified but must be kept at a volume so as not to annoy or disturb the neighborhood.
  - c. Outside music must cease at 10:00 p.m.
  - d. Music with amplification using ASOM equipment requires prior arrangements made with the Lessor's Theater Programs Manager and must be included as part of this rental agreement.

**\*\*Dancing is permitted in the bottom floor gallery and the ART Yard only\*\***
6. INTERRUPTION or TERMINATION OF EVENT:
  - a. ASOM retains the right to interrupt or terminate any event in the interest of public safety.
  - b. Should it become necessary for the ASOM to exercise the right to interrupt or terminate any event in the interest of public safety, the Lessee may complete the rental following restoration to normalcy, without additional charge, providing availability of the facilities.
  - c. If it is not possible to complete the event, rental shall be forfeited, prorated, or adjusted at a rate mutually agreed upon by the Lessor and Lessee.
7. LICENSES & FEES:
  - a. Lessee shall obtain and pay for all licenses and permits necessary to conduct the rental/ event. ASOM may require evidence of such licenses.
8. RECORDING AND CAMERA USAGE:
  - a. No violation of copyright laws will be allowed.
  - b. ASOM must have a record of any approval granting recording privileges.
  - c. Written and verbal credit must be given to the ARTx3 Campus, ASOM, i.e., "Recorded live at ASOM..."
  - d. No photography, video or audio recording is allowed without prior consent from the Facilities Manager.
9. MARKETING:
  - a. Lessee is responsible for all written and audio marketing of the rental. If you are unfamiliar with local media, ASOM will, upon request, provide a list of local media contacts.
  - b. Lessee is responsible for all printed materials.
  - c. Lessee may not imply in any way that the ASOM or ARTx3 Campus is the presenter or sponsor of a Lessee event. ASOM's name and address may be used as the location of the event.
10. DISCOUNTS:

Frequent lessees receive a 25% discount. Frequent use is described as three or more times within a calendar year. A contract for 3 uses must be signed in advance. If Lessee cancels prior to the third rental, a cancellation fee is charged. The fee is equal to the discount received on previous rental(s). An individual or group that rents three or more times in a calendar year but does not sign a frequent-use contract will receive a 25% discount on the third and subsequent rental(s).

**PLEASE NOTE THAT ALL RENTAL DECORATIONS, PARTY FAVORS, CUTLERY, DISHES, ETC. SHOULD BE GATHERED UP AND/OR DISCRADED AT THE END OF THE RENTAL.**



## DAYTIME RENTAL PRICING GUIDE

*Event must end by 4:00pm to receive Daytime Rental Rates*

### Daytime Rentals Include:

- Table & Chair Setup
- Up to ten (10) 5' Tables and thirty (30) gray stacking chairs.  
*If 6' tables are requested, fifteen (15) gray stacking chairs will be provided.*
- Only gray stacking chairs are allowed in the ART Yard.

<b>AREAS</b>	<b>Kitchen</b> ➤ Include access to Refrigerator, Ice Maker, Sink, & Microwave	<b><u>MEMBERS</u></b> \$50 p/hr	<b><u>NON MEMBERS</u></b> \$75 p/hr
	<b>Kline Gallery</b>	<b><u>MEMBERS</u></b> \$150 p/hr	<b><u>NON-MEMBERS</u></b> \$175 p/hr
	<b>Loft Gallery</b>	<b><u>MEMBERS</u></b> \$175 p/hr	<b><u>NON-MEMBERS</u></b> \$200 p/hr
	<b>ART Yard</b>	<b><u>MEMBERS</u></b> \$50 p/hr	<b><u>NON-MEMBERS</u></b> \$75 p/hr
<b>EQUIPMENT</b>	<b>Additional Tables (5')</b>	\$8 per Table	
	<b>Additional Tables (6')</b>	\$10 per Table	
	<b>Additional Chairs (Red w/ Wheels)</b>	\$4.50 per Chair	
	<b>Additional Chairs (Gray)</b>	\$3 per Chair	
	<b>Projector &amp; Screen</b>	\$40	
	<b>Handheld Microphone</b>	\$20 per Microphone (8 Max)	
	<b>Podium</b>	\$30	
	<b>Bar</b>	\$60	
	<b>Tablecloths</b>	\$2 per Tablecloth	
	<b>Keyboard &amp; Bench</b>	\$200	
<b>ADDITIONAL COSTS</b>	<b>Staff/Crew Assistance</b>	\$20 p/hr per person	
	<b>Rehearsal Time/Set-Up</b>	\$20 p/hr	
	<b>Sound</b>	\$50	



## EVENING RENTAL PRICING GUIDE

*The packages below are 3-Hour rentals, plus 1 hour for set-up and 1 hour for break-down.*

**Evening Rentals Include:**

- Table & Chair Setup
- Up to ten (10) 5' Tables and thirty (30) gray stacking chairs. *If 6' tables are requested, fifteen (15) gray stacking chairs will be provided.*
- Only gray stacking chairs are allowed in the ART Yard.
- Red chairs with casters can be substituted upon request for an additional fee of \$50.

**ASC Member Package Discount:**

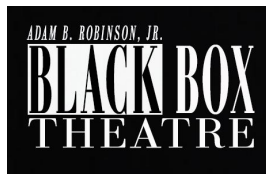
**Patron Level: 10% Discount**

**Fellow Level: 15%**

**Sponsor Level: 20%**

**Benefactor Level: 25%**

AREAS	Package	Fee	Hours
	<b>PACKAGE #1</b> ➤ Kline Gallery ➤ Kitchen	\$1,250	<b>Weekdays:</b> 5pm-10pm  <b>Weekends:</b> 1pm - 6pm
	<b>PACKAGE #2</b> ➤ Loft Gallery ➤ Kitchen	\$1500	
	<b>PACKAGE #3</b> ➤ Kline Gallery ➤ Loft Gallery ➤ Kitchen	\$2500	
	<b>PACKAGE #4</b> ➤ Kline Gallery ➤ Loft Gallery ➤ Kitchen ➤ ART Yard	\$2800	
	<b>PACKAGE #5</b> ART Yard OR ART WORKS Lobby	\$100 p/hr per Space	Three (3) Hour Minimum
EQUIPMENT	<b>Additional Tables (5')</b>	\$8 per Table	
	<b>Additional Tables (6')</b>	\$10 per Table	
	<b>Additional Chairs (Red w/ Wheels)</b>	\$4.50 per Chair	
	<b>Additional Chairs (Gray)</b>	\$3 per Chair	
	<b>Projector &amp; Screen</b>	\$40	
	<b>Handheld Microphone</b>	\$20 per Microphone (8 Max)	
	<b>Podium</b>	\$30	
	<b>Bar</b>	\$60	
	<b>Tablecloths</b>	\$2 per Tablecloth	
	<b>Keyboard &amp; Bench</b>	\$200	
ADDITIONAL COSTS	<b>Staff/Crew Assistance</b>	\$20 p/hr per person	
	<b>Rehearsal Time/Set-Up</b>	\$20 p/hr	
	<b>Sound</b>	\$50	



## RENTAL PRICING GUIDE

<b>AREAS</b>	<b>Theater/Lobby</b> Includes: <ul style="list-style-type: none"> <li>➤ Lobby Max. Capacity: 75 standing</li> <li>➤ Black Box Max. Capacity: 65 seated</li> <li>➤ Cocktail Table Seating for 18</li> <li>➤ 3 Benches for seating</li> <li>➤ Access to beverage refrigerators</li> <li>➤ Access to microwave</li> </ul>	<u><b>MEMBERS</b></u> \$80 p/hr OR \$720 - All Day	<u><b>NON-MEMBERS</b></u> \$120 p/hr OR \$900 - All Day
	<b>Dressing Room/Greenroom</b> Includes: <ul style="list-style-type: none"> <li>➤ 2 Curtained Dressing areas</li> <li>➤ Couch and coffee table in Greenroom</li> <li>➤ Access to mini-fridge &amp; microwave</li> </ul>	<u><b>MEMBERS</b></u> \$15 p/hr OR \$100 - All Day	<u><b>NON-MEMBERS</b></u> \$20 p/hr OR \$150 - All Day
<b>EQUIPMENT</b>	<b>Projector &amp; Screen</b>	\$40	
	<b>Handheld Microphone</b>	\$20 per Microphone (8 Max)	
	<b>Podium</b>	\$30	
	<b>Bar</b>	\$60	
	<b>Additional Tables</b>	\$6 per Table	
	<b>Additional Chairs</b>	\$3 per Chair	
	<b>Tablecloths</b>	\$2 per Tablecloth	
	<b>Keyboard &amp; Bench</b>	\$200	
<b>ADDITIONAL COSTS</b>	<b>Staff Assistance</b>	\$20 p/hr per person	
	<b>Set-Up</b>	\$20 p/hr	
	<b>Security (Required for ALL after-hours events)</b>	\$35 p/hr	
	<b>Cleaning Fee</b>	\$75	



# RENTAL AGREEMENT



Rentals may in no way interfere with public hours and/or public visitation, or with scheduled programming or theatrical productions. With the limits imposed by ASOM programs, contents and availability, certain spaces within the facility may be rented as outlined in this Agreement and Fee Schedule.

The Rental Agreement is made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, between ASOM, hereinafter referred to as Lessor, and the Lessee listed below.

Lessee's Name: \_\_\_\_\_

Company (If Applicable): \_\_\_\_\_

Address: \_\_\_\_\_  
Street Number & Name City State Zip

Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Begins: \_\_\_\_\_ Event Ends: \_\_\_\_\_ Clean-Up: \_\_\_\_\_ to \_\_\_\_\_

Total Hours Rented: \_\_\_\_\_

**RENTED SPACE:**

Lessee agrees to occupy only the areas set forth herein \_\_\_\_\_. If Lessee occupies any areas in addition to that set forth herein, Lessor, in its sole and absolute discretion, may cancel or amend this Agreement by charging an additional rental fee, cleaning fee, security fee, and all other applicable charges for occupying other areas of the premises not set forth in this agreement. \_\_\_\_\_ Initials

**RENTAL CHARGE:**

Lessee agrees to a rental fee of \$\_\_\_\_\_ and other charges as may be applicable per rental in accordance with the Fee Schedule. \_\_\_\_\_ Initials

**DEPOSIT:**

A 25% deposit on the entire rental price, which includes extra fees and charges of \$\_\_\_\_\_ is due at the time this Agreement is executed by the Lessor's representative and Lessee. Lessor may use the deposit to cover any damages, excessive janitorial expenses, or any other fees, including payment of security and fire false alarm fees that may be necessary following Lessee's rentals at the sole and absolute discretion of Lessor. The deposit will be maintained by the Lessor throughout this entire Agreement. This deposit is nonrefundable if the Lessee cancels this Agreement. If the deposit is not needed as specified, it will be refunded within thirty (30) days of the final rental under this Agreement.

The deposit is due at the time that this Agreement is executed by Lessor and Lessee. \_\_\_\_\_ Initials

**PREPAYMENT OF RENTAL FEE:**

Full rental fee (in addition to the deposit being held in reserve) is due on or before \_\_\_\_\_. If the full fee is not received by this date, then this Agreement will be considered null and void, and the full deposit will be forfeited. If the Lessee cancels the rental within two (2) weeks prior to the event date after payment of the full fee, the entire fee will be forfeited, but the deposit will be returned. \_\_\_\_\_ Initials

**CLEANING FEE:**

The Lessor understands that a cleaning fee of **\$125.00** is standard for all ASOM rentals and will be included in the final amount due. \_\_\_\_\_ Initial

**SECURITY:**

The Lessor will provide security guards for all evening events (rentals taking place after 5pm) at a rate of **\$200.00**, per security guard. The Lessor does not guarantee the security of the Lessee, Lessee's guests, or Lessee's equipment, merchandise, etc. at any time. Lessee may request additional security personnel for an additional fee upon written request to the Facilities Manager at least two (2) weeks prior to rental. The Lessor reserves the right to require a security guard(s) for any event in the sole and absolute discretion of the Lessor. LESSEE AGREES TO INDEMNIFY AND HOLD LESSOR HARMLESS FROM ANY CLAIM, DEMANDS, DAMAGES, OR LIABILITY ARISING FROM THE ACTIONS OR INACTIONS OF ANY SECURITY GUARD PROVIDED. \_\_\_\_\_ Initials

**TECHNICAL REQUIREMENTS**

Only qualified personnel are allowed to operate ASOM technical equipment i.e., sound, Audio/Video, etc. Staff reserves the right to determine the number of personnel required to operate equipment. Arrangements for technical personnel will be made by staff. \_\_\_\_\_ Initials

**FOOD and/or DRINK:**

Serving of food or drink must be pre-approved by the Lessor's Facilities Manager. Only Caterers pre-approved by the Lessor's Facilities Manager may be used by Lessee. It is the Lessee's responsibility to provide the Lessor with selected Caterer's Business License, Health Department Certificate and General Liability Insurance Policy of \$1,000,000.00. Caterer must sign Kitchen Use Policy and Contract prior to the event. \_\_\_\_\_ Initials

**USE OF PREMISES:**

Lessee agrees to use the leased premises for the purpose of \_\_\_\_\_ and for no other purpose without the prior written consent of the Lessor. Lessee agrees that at the expiration of the rental term stated above, or any extension thereof, peaceable possession of the premises shall be returned to Lessor in as good a condition as when Lessee takes possession. Lessee agrees to abide by ASOM Rules & Regulations. Lessee is responsible for any damages to the premises and/or equipment. \_\_\_\_\_ Initials

**LIABILITY CONSIDERATIONS:**

Lessee agrees to indemnify, defend, and hold harmless the ARTx3 Campus, ASOM, its Board of Directors, employees, volunteers and associated persons from any and all claims, suits, actions, liability, injury, damages, losses, costs, and expenses ("CLAIMS") of whatever nature and without limitation occurring or arising from Lessee's or event attendees' in, or use of, ASOM Facilities or portions thereof. Without limiting the foregoing, if alcohol, food, or beverages are served in ASC Facility, the foregoing indemnification includes CLAIMS arising from the serving of alcohol, food, and beverages. \_\_\_\_\_ Initials

**FEES**

**NOTES**

AREA(S): \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

EQUIPMENT: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

ADDITIONAL COSTS: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**TOTAL DUE:** \_\_\_\_\_

\_\_\_\_\_

BY SIGNING BELOW, THE LESSEE CERTIFIES THAT THEY ARE LEGALLY ABLE TO ENTER INTO THIS RENTAL AGREEMENT AND THAT THE LESSEE HAS READ, UNDERSTANDS, AGREES TO ADHERE TO THE RULES AND REGULATIONS OUTLINED IN THIS DOCUMENT.

\_\_\_\_\_

*Printed Name of Lessee*

\_\_\_\_\_

*Signature of Lessee*

DATE \_\_\_\_\_

\_\_\_\_\_

*The ARTSpace on Main Representative*

DATE \_\_\_\_\_

*Staff Use Only:*

Payment Type: Cash \_\_\_\_\_ Check \_\_\_\_\_ Credit \_\_\_\_\_

Deposit Received Date: \_\_\_\_\_

Remaining Balance Received Date: \_\_\_\_\_