



Arts Center Rental Application

Cultural Services Division
238 Canton St. Alpharetta GA 30009
678-297-6135 / arts-culture@alpharetta.ga.us

Organization/ Name: _____

Responsible Party's Name: _____ Primary Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Email Address: _____ Date of Birth: _____

Are you a non-profit organization? Yes No If "Yes" please provide your TIN: _____

Event Type: _____ Number of guests: min. _____ max. _____

Is this a ticketed event? Yes No *If "Yes," what do you plan to charge each guest: \$ _____

DATE(s) OF USE: first choice: _____ second choice: _____

HOUR(S) OF USE: first choice: _____ second choice: _____

Business hours for the Arts Center: Mon – Thurs: 8:30 AM – 5 PM, Fri: 8:30 AM – 4:30PM, Sat: 9AM – 2PM

RENTABLE SPACES: *Check all that apply*

Note: All values are based on a minimum of three (3) hours including all set-up/clean-up. There are no prorated fees for any usage less than 3-hours. All fees are due at the time of application approval in order to secure the reservation.

	Fee	Max Capacity
_____ Single studio (<i>Tables and chairs within each studio are included</i>)	\$300	20
_____ Media Studio (<i>Includes tables, chairs, & AV access</i>)	\$350	16
_____ Terrace & Grounds Only	\$200	200
_____ Terrace & Grounds with Bathroom Access (<i>Includes 50 chairs and after-hours key access to restrooms</i>)	\$300	200
_____ Black Box Studio	\$450	50
_____ Gallery (without food and beverage)	\$500	200
_____ Gallery (with food and beverage)	\$550	200
_____ Additional hour(s)	\$100/hour	

****** Rentals at the Alpharetta Arts Center are prioritized for culture-related events and meetings with other requests subject to review. Booking availability will be approved based on the Arts Center's rotating class schedules. All applications must be within two months of the event.**

Office Use Only:

Date submitted _____ ARPCS approval: _____ Date Approved: _____ Initials: _____
Usage Agreement Details sent to user: _____ Contract signed: _____

RENTAL AGREEMENT TERMS:

- Full payment for rental is due upon acceptance date to secure rental space.
- A damage deposit may be requested upon review of the application depending on the type of event, number of guests, service of alcohol, and set up required. Damage deposit will be refunded within ten (10) businesses days following the rental only after a staff person has checked the facility for damages, and cleanliness is in accordance with these policies. Damage deposit due upon acceptance date. In the event of cancellation, the damage deposit will be refunded to renter if the renter provided at least fifteen (15) days' notice prior to cancelling the scheduled event date.
- If deemed necessary, the Arts Center will provide staff or security for the duration of the event at an additional fee of \$35 per hour per person. Staff are in attendance to provide access to Arts Center, monitor appropriate usage and capacity of the event, provide access to cleaning supplies as needed, adjust thermostat as needed, and secure Arts Center once vacated. Staff and security are not responsible for carrying items, cleaning, or parking assistance.

FACILITY POLICIES:

The following rules must be observed for the convenience and safety of all of our participants. Any violation of the following policies will result in the cancellation of facility permit and will prohibit future use of any facilities under the management of the Alpharetta Recreation, Parks, and Cultural Services (ARPCS) Department.

1. Alpharetta Recreation, Parks, and Cultural Services Department (ARPCS) reserves the right to deny any application or applicant request without reason.
2. Additional fees may apply should there be any violation or change of this contract (for example: occupying space beyond 10 pm), and/or if damages occur that exceed the original damage deposit.
3. Renter Responsibilities:
 - a. Renter must include an event outline, summary or proposal for review with this application (not to exceed 1 page.)
 - b. Facilities shall be left in the same condition in which they are found. Renter is responsible for ensuring that the facility is clean, including sweeping, mopping, or vacuuming floors.
 - c. Renter is responsible for trash removal and appropriate disposal in the dumpsters at the rear of the building. All trash in the Arts Center, produced by the group, must be disposed of properly.
 - d. The use of tobacco products is strictly prohibited in all City parks and facilities per City ordinance.
 - e. Alcohol is permitted only after renter secures alcohol pouring license through the City of Alpharetta and follows all regulations as specified in that license. Renter may contact the Alpharetta Public Safety Department regarding the pouring of alcohol and number of guests. Permit applications may be found at <https://p2c.alpharetta.ga.us/p2c/>. It is prohibited to sell alcohol during private events.
 - f. A staff member is required to be on the premises if alcohol is to be served. Additional fees will apply. See rental terms above.

- g. Renter is responsible for all set up and take down of the event.
- h. Renter must be 21 years of age or older.
- i. Alpharetta Arts Center has limited parking spaces available. If your event should exceed 50 in attendance, you must submit a parking plan. Please ask staff for suggestions. Parking is limited at the Arts Center; Max 33 spaces. Free auxiliary parking is available and can be found at the City Parking Deck at 92 Milton Ave or 10 Park Plaza .7 miles away from the center, about a 17-minute walk.
- j. Renter must provide at least one (1) adult (age 21 or older) chaperone for every fifteen (15) youth (under age 18) in attendance. Parents must keep children in the space(s) that is rented and must be always be supervised by parents.
- k. Renter must declare if food and drink are being served upon initial submission of rental application.
- l. Renter may choose licensed vendors, but food vendors must be licensed and approved by ARCS. Renter will provide any additional tables and chairs, sound system, and food vendors needed for the event. Renter must be present to receive all deliveries on the day of the event within the approved set up window. SET UP WINDOW is dependent upon the availability of the facility's already scheduled classes. No early deliveries allowed. Renter shall provide Arts Center with names of all licensed vendors. No table side cooking allowed in the gallery.
- m. Tables, chairs, buffet tables, and beverage stations must be set up at least 36" away from walls and artwork.
- n. Arts Center will make every effort that microwave, and refrigerator space is available for caterer as needed. Please note that space is limited, and you may need to bring your own equipment. Renter is responsible for cleaning spills as they occur, and cleaning warming kitchen to its original condition, including sinks, drains, countertops, and refrigerator.
- o. Restroom must be kept clean and swept or mopped if necessary.
- p. Multiple users may have to share use of amenities such as restroom, vacuum cleaner, etc.
- q. The facility cannot be altered in any way - inside or outside of the building, including displays and decorations on walls or dry erase boards. Only tables may be decorated or set up for displays. No outside banners are permitted.
- r. Decoration is allowed on rented tables only. Floral arrangements must be in leak-proof containers and removed at the close of the contracted time.
- s. Open flame candles are not permitted. Only gel sterno cans are allowed for warming trays.
- t. Artworks in the gallery may not be touched, moved, or damaged in any way. Gallery walls may not be moved. Damages to any artwork may require applicant full purchase of art piece at full listed price.
- u. User is responsible for any damages incurred during activity whether he/she is on-site during activity or not.

- v. Room thermostat must stay on gallery-approved temperature setting. If needed, staff will adjust thermostat. If staff are not onsite, then thermostat cannot be adjusted. Renter may not use the facility sound system unless staff are onsite for the event.
- w. While insurance is provided for the contents of the Arts Center, the deductible rating requires that any damage of less than two thousand dollars (\$2000) be the responsibility of the individual financially responsible for the rental.
- x. Arts Center will meet with main contact for event to explain any additional information needed and walk-through facility to explain proper usage during the event. Any additional meetings require an appointment. Vendors must meet with applicant directly.
- y. All events need to be over by 10pm. This includes any break down or cleanup.

WAIVER OF LIABILITY:

On behalf of the group listed above, I understand, by my signature below, the fees, conditions, and policies provided in this application and agree to abide by them. The group and all participants assume all responsibility for, and risks and hazards of, participation in the rental activity referenced above. In consideration of Arts Alpharetta allowing the group to use the gallery of the Alpharetta Arts Center, I, on behalf of the group, do hereby release Arts Alpharetta, the City of Alpharetta, the Alpharetta Recreation, Parks, and Cultural Services Department, the Recreation Commissioners, all official, officers, supervisors, volunteers, and all other agents of the city, of any and all claims, demands, rights and causes of action of whatever kind and nature, arising from and by reason of, personal injuries, damages to property, and the consequences thereof, resulting from our participation in the rental activity described above and use of City of Alpharetta facilities.

I understand and agree to the terms, conditions and policies set forth in this Arts Alpharetta Rental Agreement.

Renters Signature	Date
Cultural Services Representative	Date