



# Arts Center Rental Application

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

Organization/ Name: \_\_\_\_\_

Financially Responsible Party's Name: \_\_\_\_\_ Primary Phone: \_\_\_\_\_

On-Site 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:  PUBLIC  PRIVATE Title: \_\_\_\_\_ # 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:** \_\_\_\_\_

*Arts Center hours of operation: Mon – Thurs: 8:30 AM – 8:00 PM, Fri: 8:30 AM – 4:30PM, Sat: 10AM – 4PM*

### RENTABLE SPACES: (check all that are required for your event)

	Fee	Max Capacity
_____ <b>Single Studio</b> (Tables and chairs within each studio are included)	\$300	20
_____ <b>Terrace &amp; Grounds Only</b>	\$200	160
_____ <b>Terrace &amp; Grounds with Bathroom Access</b> (Includes 50 chairs and after-hours key access to restrooms)	\$300	160
_____ <b>Black Box Theater PRIVATE</b> (class, rehearsal, workshop, meetings)	\$450	50
_____ <b>Black Box Theater PUBLIC</b> (Any public event requires <b>GALLERY</b> entry)	\$900	50-200
_____ <b>Gallery only</b>	\$550	160
_____ <b>Additional hour(s) # of hours:</b> _____	\$100/hour	

\*Do you intend to serve alcohol at your event?  Yes  No

\*Do you intend to serve food at your event?  Yes  No

**FEES:** Rates above are for **three (3) hour time blocks**. Your event hours should include sufficient time for set-up and clean-up. There are no prorated fees for any usage less than three (3) hours. Based on the information you provide in this application; you will receive an estimate (which includes staff time if required). A non-refundable 50% deposit of the estimate is due at the time of application approval to secure the reservation.

**PUBLIC EVENTS:** Any event that is open to the public requires City staffing. Special event staff is \$35/hour for a 4-hour minimum.

**APPLICATION REVIEW:** 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, programs and other events. All applications should be submitted within two months of the preferred event date.

## RENTAL AGREEMENT TERMS:

- A non-refundable deposit of 50% of the facility use estimate is due with approved application to secure the event date. The balance is due the day prior to event date.
- Damage Deposit: Responsible party's credit card will be held on file for any damages to the facility, artwork or additional cleaning, staff, usage hours required to be processed post-event. Renter is responsible for 100% of retail or insurance value of any art damaged because of the event.
- If deemed necessary, the Arts Center may require staff or security for the duration of the event at an additional fee of \$35 per hour per person for a 4-hour minimum. Staff personnel is in attendance to provide access to Arts Center, monitor artwork, 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.) Must include any A/V plans or requests. Application is *incomplete* without this document.**
  - b. Alpharetta Arts Center has limited parking spaces available. If your event should exceed 30 people (both performers and attendees), you must submit a parking plan. Please ask staff for suggestions. Parking is limited at the Arts Center; maximum of 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.
  - c. 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.
  - d. 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.
  - e. The use of tobacco products is strictly prohibited in all City parks and facilities per City ordinance.

- f. \* Alcohol service is permitted to be served if renter has provided documentation for all appropriate City and State of Georgia licensing. The renter must comply, at all times, with the City's alcohol ordinance and any Georgia law regarding alcoholic beverages. At its sole option, the City may require the renter to provide on-site security during events where alcoholic beverages are offered.

A current copy of the caterer's **City of Alpharetta Alcohol Catering Permit AND an individual's Pour Permit for the person(s) serving on the event date** must be presented two (2) weeks prior to your event date if you intend to serve alcohol at your event. Best practice is to contact a restaurant located in the City of Alpharetta as most have their Alcohol Catering Permit.

All questions regarding alcohol licensing, please direct to [alcohollicense@alpharetta.ga.us](mailto:alcohollicense@alpharetta.ga.us) or contact by phone at 678.297.6086. The office is located at Alpharetta City Hall, Ground Floor, 2 Park Plaza, Alpharetta, GA 30009. It is prohibited to sell alcohol during private events.

- g. A staff member is required to be on the premises if alcohol is to be served. Additional fees will apply. See rental terms above.
- h. Renter is responsible for all set up and take down of the event.
- i. Renter must be 21 years of age or older.
- 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 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 ARPCS. 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 ARPCS allowing the group to use the gallery of the Alpharetta Arts Center, I, on behalf of the group, do hereby release 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.

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\_\_\_\_\_  
Renters Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Cultural Services Representative

\_\_\_\_\_  
Date