

| GADSDEN |
| Museum of Art |

Second Floor Reservation Agreement

Responsible Party Name _____

Phone: _____ Email _____

Individual/Group/Organization Name _____

Date(s) of Event Reservation: _____ Day of week _____

Type of Event: _____

Starting Time of Event: _____ a.m./ p.m. Ending Time of Event: _____ a.m./p.m.

(Events must end by 11:00 p.m.)

Approximate number of guests: _____ Will alcohol be served? * _____

RATE: \$425.00 for up to three hours of event time. (\$350 to the City of Gadsden; \$75 staffing fee.) Any event longer than three hours must be pre-approved and for an additional \$125 per hour.

***NOTE:** An off-duty Gadsden City police officer must be present for the event if alcohol is present. See following pages for details.

The rental rate for the second floor includes:

- Use of the second floor gallery, kitchen and restrooms.
- Early access to prep and set up prior to the function.
- Museum carts and elevator for easy access to rental space.

GMA can provide round table cloths 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 to be used.

The GMA kitchen is to be used for holding and heating of 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
Dishwasher	Two compartment sink
Fifteen 60" round tables	One 72" round tables
Three 8' banquet tables	Four 6' banquet tables
Two 2' square tables	140 chairs

The museum has two sets of restrooms, one on the first floor and one on the second floor.

DEPOSIT & PAYMENT: The date requested for rental is reserved upon receipt of a deposit. A reservation fee of \$50.00 is required to hold the space, with the remaining balance 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 is solely responsible for any and all monies owed.

- Cancellations must be made at least 7 days prior to the event date and deposit will be forfeited.
- Contact the Museum to arrange an appointment at least two weeks prior to event to discuss set-up and preparation details.
- 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.

*** Due to contracts with artists, GMA 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. Sometimes our exhibits contain nudity. These pieces will not be removed for events. At no time will artwork or furniture be moved without prior permission. All installations or shows are to remain intact.

Policies & Procedures

Decorations:

- Event planner/renter will be allowed entry into the facility 3 hours before the event to set up.
- Decorations must be fireproof or flame retardant.
- Not Permitted: Glitter, confetti, bubbles, or anything that may leave debris.
- No open flames.
- NOTHING can be placed on the wall, decorations cannot be adhered to the wall, no tables can touch the wall, no tape, no adhesives, nails, or anything else that might damage the paint or wall itself.
- No decorations may be placed downstairs (entry) until the museum has officially closed for the day.

Damage and Clean-up:

- The Renter is responsible for any damages that occur to the 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.
- Event planner/caterers are responsible for unloading, setting up, and reloading all their goods.
- 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 etc., must be returned in the same condition as they were found.
- All garbage bags are to be sealed and taken to the dumpster 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 renter or guests will result in a \$200 minimum repair fee. 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.
- 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.

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.

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.

Client's Name (Printed): _____

Client's Signature: _____ Date: _____

Museum Representative: _____ Date: _____

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

Balance Due: _____

Comments:
