

Thank you for choosing the Ann Arbor Art Center as the venue for your upcoming event. We look forward to hosting you and your guests in our historic building. Originally erected to house the C. Walker and Brother Carriage and Wagon Manufacturers of Ann Arbor in the late 1870s, 117 West Liberty was purchased by the Art Center in 1975. It currently houses staff offices, an Exhibition Gallery, a Gallery Shop, and classroom areas. We do not have any space that is solely dedicated to events—the entire building is multi-use. In order to protect our beautiful building, and honor our primary mission as a community arts organization, we ask that you take the following under advisement:

Contracted rental time:

The contracted rental time is set out in section “b.” of your contract. It includes DJ and band set-up and tear-down, event set-up and tear-down, decorating, the event, and clean up. Any time spent in the building by you, your caterer, or other parties beyond these parameters will be noted on the arrival and departure form, and a prorated amount will be charged to your credit card following the event.

Drop-off and pick-up of rental items:

It is important to observe the guidelines for this because, while we do not charge for storage of rental items, the Art Center is used for other purposes, and we prefer to minimize the amount of time that rental equipment occupies the space.

- Please notify the Facility Rental coordinator of rental drop-off and pick up times to ensure that someone is on the premises to receive them.
- For events taking place Monday through Friday, drop-off may be arranged any time after 10 a.m. on the day of the rental.
- For Saturday and Sunday events, drop-off may take place on the Friday prior.
- Pick-up should be arranged for the morning following the event starting at 10 a.m., with the exception of Saturday and Sunday events, for which pick-up may take place the following Monday morning after 10 a.m.
- All rental equipment must be placed and stored in the landing area on the second floor. Art Center Staff will not be responsible for moving, setting-up, tearing-down, or storing any outside rental equipment.

Arrival and departure:

When you or your caterer arrive, you will be given a room condition form by the House Manager. Please inspect all spaces that are to be used, mark any pre-existing damage or wear on the form, note the time and sign. When the event ends and clean-up and tear-down are complete, please repeat this procedure, and sign out.

Clean-up:

Clean up consists of removing all decorations, signs, table coverings, food, serving trays, equipment, rental goods, trash, recycling, and anything else brought in for the event. It can be completed by you, or by your caterer. Failure to clean up is discussed in the “Facility Use Rules” section of the contract (Attachment B)

Damages:

If, after your event, any extraordinary damages to the premises are assessed, you will be notified of the resultant charges, and will be required to complete payment within 10 days of the notification.

I hereby certify that I have read, understood, and agreed to the above conditions.

Signed: _____

Date: _____

Facility Use Agreement

1. **Parties:** This Agreement is between the Ann Arbor Art Center, whose address is 117 W. Liberty, Ann Arbor, Michigan 48104, Washtenaw County and: _____ (Licensee), whose address is _____ in the city of _____ in the county of _____ in the state of _____ on this date of _____.

Licensee Contact: _____
Address: _____
City _____ **State** _____ **Zip** _____
Phone: _____
Email: _____

2. **Terms:** The Ann Arbor Art Center will allow Licensee to use its facility(ies) under the following terms:

a. **Date of use:** Month _____ Day _____, Year _____

b. **Set up start:** _____ **Event start:** _____
Clean up end: _____ **Event end:** _____

** Note: facility rental fee applies from set up start time to clean up end time.*

c. **# of People:** _

d. **Room(s):** **NOTE: 75 people only per floor*
_____ **Exhibition & Spotlight Gallery (second floor)**
_____ **Studio 5 (third floor)**
_____ **Studio 6 (third floor)**

e. **Type of event:** _____

f. **Amenities:** *Please see attached price list.*

g. **Caterer:** ___ Yes ___ No
If yes, please provide the company

name and phone number
Caterer Name: _____ **Phone:** _____

h. **Alcohol:** Will alcohol be served? ___ Yes ___ No
If yes, you or your business or organization cannot charge a ticket price for your event, ask for donations of any kind or sell the alcohol you will be serving to anyone including but not limited to your guests, staff or patrons of the Art Center. Alcohol cannot be served to minors.

i. **Entertainment:** ___ Yes ___ No
If yes, please provide the company name and phone number.
NOTE: A band or D.J. is permitted to play from 6:00 p.m. until 11:00 p.m.

Name: _____ **Phone:** _____

j. **Exhibition Gallery and Gallery Shop:** In an effort to serve our primary mission as a community arts organization, the Exhibition Gallery and Gallery Shop must remain open to the public during

normal business hours. Rental of the facility for private use does not change this policy. Should you wish to keep the Gallery Shop open late for your event, this matter should be discussed prior to the development of the rental contract, and can possibly be arranged for a fee.

- k. House Manager:** The house manager is the Art Center representative who is included in your rental package. Their role is to facilitate your event and to represent the Art Center's interest in having a successful, safe event in our facility. They will supervise the use of the facility during the event. The house manager will not be responsible for any part of set up, tear down, or clean up other than setting up equipment rented from the Art Center. The house manager will be available for general inquiries and assistance before, during and after the event.
- l. Deposit and Cancellation:** A 50% deposit of the anticipated total cost is due at booking and is refundable up to one month prior to the anticipated date of use. You may cancel two weeks prior to the contracted date without incurring any additional costs. The entire contracted total will be billed to Licensee if cancellation occurs less than two weeks prior to the agreed date. The deposit is fully refundable if the Art Center must cancel the contract for any reason.
- m. Final Payment:** Licensee will pay the Ann Arbor Art Center in full for the use of the facility(ies) TWO WEEKS prior to the event. The Art Center representative shall verify that all charges are correct and consistent with this Agreement and any changes and shall sign off on such payment. All rights of the Licensee to use the facility(ies) are conditional upon payment of the facility usage. The Art Center will have the right to refuse to allow the Licensee to use the facility(ies) at any time fees are unpaid.
- n. Purpose:** Licensee will use the facility(ies) for activity described in paragraph 2(e) and for no other purpose. Licensee will not use the facility(ies) for any fundraising activities unless specified in writing and prior arrangements have been made.
- o. Right of Inspection/Entry:** The Ann Arbor Art Center will have the right to enter and inspect all functions. If the Art Center observes any illegal activity or activity that may result in harm to persons or objects, the Art Center has the right to immediately cancel the event, in which case all of the Licensee's guests and invitees must immediately vacate the facility premises. In such event, the Licensee will remain liable for all fees and charges related to the function pursuant to the terms of this Agreement.
- p. Set Up & Clean Up:** The Art Center rents "bare space" and additional accessories such as tables and chairs. The Licensee is responsible for all event planning, set up and clean up, including, but not limited to removal of trash and recyclables. If Licensee fails to clean up after the event to the house manager's satisfaction Licensee will be charged a \$100.00 cleaning fee.
- q. Facility Use Rules:** The Licensee will comply with all governmental laws, ordinances, rules and regulations with respect to the use of the facility(ies). In addition, Licensee will abide by all of the current Rules & Regulations of the Art Center. (Facility Use Rules, Attachment B).
- r. Extension of Rental Hours:** The Licensee has a maximum of 20 minutes following the agreed rental time to exit the building. The Art Center has the right to refuse the extension of rental hours as agreed upon in this Agreement on the date of the event. If additional rental hours are approved by the Art Center prior to the event, the Licensee agrees to pay the hourly rate stated in this Agreement per 15-minute intervals. Please see the attached price list for details.
- s. No Assignment:** Licensee may not assign or transfer this Agreement or any part thereof without the written consent of the Ann Arbor Art Center. Any attempted assignment or transfer by the Licensee without such consent may, at the option of the Art Center, be deemed to be a cancellation of this Agreement by the Licensee, in which case the Licensee shall remain liable for all cancellation charges set forth herein.

Attachment A

Price List

The Art Center offers three unique and interesting spaces to rent...

- **Exhibition & Spotlight Gallery**, on the second floor, features monthly changing exhibitions of Michigan artists' work. Accommodation: 50-75 people (Depending on set-up of space)
- **Studio 5** is our largest space, located on the third floor, and is a working classroom that can be converted into a raw space. Accommodation: up to 70 people (Depending on set-up of space)
- **Studio 6**, a cozy space, located on the third floor. A working classroom that can be used for smaller, more intimate events. Accommodation: 15-20 people (Depending on set-up of space)

Rental Rates * (From Set-up Start time to Clean-up End time):								
4 hrs	5 hrs	6 hrs	7 hrs	8 hrs	9 hrs	10 hrs	11 hrs	12 hrs
Exhibition & Spotlight Gallery								
\$550	\$665	\$770	\$885	\$1000	\$1115	\$1230	\$1345	\$1460
Studio 5								
\$550	\$665	\$770	\$885	\$1000	\$1115	\$1230	\$1345	\$1460
Studio 6								
\$250	\$365	\$480	\$595	\$710	\$825	\$940	\$1055	\$1170
Exhibition Gallery & Studio 5								
\$750	\$865	\$980	\$1095	\$1210	\$1325	\$1440	\$1555	\$1670
Studio 5 & 6								
\$750	\$865	\$980	\$1095	\$1210	\$1325	\$1440	\$1555	\$1670

*See Attachment C for rental rates applicable to qualified non-profit organizations

The rates above include:

- A House Manager for the duration of the event, which begins as soon as you or your caterer arrive to when event ends and both tear-down and clean-up are complete
- Set-up of equipment rented from the Art Center
- Building maintenance costs

Rental Hour Extensions: Rental hours may be extended prior to the day of the event but only with approval of the Facility Rentals Coordinator. A prorated amount will be calculated.

Equipment:

Tables: The Art Center has seven (7) 6' banquet tables, four (4) 8' banquet tables, three (3) 5' round tables, and one (1) 4' table **\$10 each**

Chairs: We have a total of 60 black molded plastic chairs. **\$1 each**

Display Cubes: The Art Center has available for your use eight (8) 2'x2'x3' white display cubes. These cubes have a variety of uses including as cocktail tables. **\$15 each**

Overhead projector **\$10**
Slide Projector **\$10**
Easels **\$5 each**

Attachment B

FACILITY USE RULES

1. The Ann Arbor Art Center facilities are made available to groups that meet the following qualifications:
 - a. Groups with general objectives in harmony with the principals and objectives of the Art Center and who do not seek to exploit the Art Center or its constituency.
 - b. Groups willing and able to take responsibility for facilities and equipment used and willing to abide by the rules and conduct.
2. Supervision: Each group shall be responsible for the conduct of the group with a competent leader as the responsible person. Youth groups shall be required to have a ratio of one adult to 10 youth (under age of 18 years).
3. Standard of Conduct: Any conduct detrimental to the purpose of the Art Center is prohibited. Smoking or use of illegal drugs is strictly prohibited. Alcohol cannot be served to anyone under 21 years of age.
4. Loss of Personal Property: The Art Center assumes NO responsibility for property brought into the facility.
5. Entertainment: If a band is scheduled to perform at your rental they are only permitted to play between 6:00 p.m. and 11:00 p.m. in keeping with the City of Ann Arbor noise ordinance.
6. Clean Up: Any group using the facility is expected to leave the building in the condition in which it was received as per the Arrival/Departure form. Clean up and proper disposal of waste materials, removal of decorations, picking up papers, removal of food, etc. is the responsibility of the group using the facility. Failure to clean up to the House Manager's satisfaction will result in a cleaning fee of \$100.00.

Please initial here _____

Attachment C

Special Rental Agreement for Qualified Non-Profit Organizations

Nonprofit organizations—Fundraisers, Music Events, & Gatherings: up to 100 people
Group must be non-profit in status, and activities must be in-line with, or complimentary to the Ann Arbor Art Center's

Availability:

Mondays, 8am-9pm in Studio 2
Monday-Friday, 6pm-9pm in Exhibition Gallery
Saturday-Sunday, 4pm-12am**

Price:

\$60 / hour / floor

Includes:

Use of space, **as is**
House Manager

The Renter is responsible for all moving of equipment, set-up, and clean-up

***Saturday and Sunday events of this nature can be booked no earlier than 2 months in advance*