

The Gallery at ArtsTech
Rental Policy and Instructions
January 2009

The following Rental Policy contains important information regarding the use of the Gallery. It is imperative that you read and review the items listed below. You may obtain a printable version of the Rental Policy from our Web site. Please note that the Rental will be considered NULL AND VOID if the application for hall rental is not completed and returned within two weeks of the application date, unless otherwise agreed to by the Executive Director. The application date is the date the application is mailed or otherwise provided to the applicant.

If you have any questions regarding the policy and its guidelines, please contact us at (816) 461-0201.

1. Application

Gallery rental applications may be obtained from our Web site, www.artstech-kc.org, or by calling the office at the number above. No rental shall be considered until a completed and executed application is submitted to the office with the appropriate fees (including the necessary security deposit), at a time no later than two weeks after the application date. All rentals are subject to the approval of the Executive Director or his designee.

2. Rental Fee

\$500.00 – ALL Events

The rental fee must be paid in full at least thirty (30) days prior to the rental date or with the application, whichever is the sooner.

3. Security Deposit

\$100.00

The security deposit is **due at the time of application**. All money shall be returned if the application is not approved.

The security deposit will be **returned within 14 days after the function** providing that all of the guidelines have been adhered to. The deposit is subject to any damages or miscellaneous expenses incurred during the rental period. If damages occur that are more than the security deposit, applicant agrees to pay for the extra damages.

4. Cancellation Policy

A written cancellation request must be received by the ArtsTech office in advance of scheduled event. Refunds will occur as follows:

- If the written cancellation is received by greater than 30 days' notice—full refund of rental and security deposit.
- If the written cancellation is received between 15 and 30 days' notice—full refund less \$100 cancellation fee.
- If the written cancellation is received with 14 days or less notice—no refund.

5. Time

Weekdays – 9AM to 5PM (Noise Restrictions)

Weeknights – 6PM-10PM

Saturdays – 9AM to Midnight

Sundays – 9AM to 10PM

6. Capacity

The maximum capacity of the Gallery shall be four hundred (400) people.

7. Gallery Set-Up

The Gallery will be set up based upon your specific diagram written at the time of signed agreement. Ten (10) tables and eighty (80) chairs will be available for use; any additional tables and chairs may be delivered or brought in two days prior to your event. ArtsTech can also rent tables and chairs for your event for an additional fee.

8. Decorations

Decorations shall be limited to tables, railings and beams only. Wall or ceiling decorations must be approved by ArtsTech.

9. Management Services

An ArtsTech staff person will be on site during the duration of the event in case of a building emergency. The cost of the on-site person is **\$15 per hour**. At the time of agreement submission, the approximate hours will be determined and payment for management services will be due with the full rental payment. All rentals will have set-up time for your event, on-site coverage at/during your event, and cleanup time at the conclusion of your event.

10. Gallery Clean-up

The renting party is responsible for clean up of Gallery area, making sure all rubbish gets into the trash bins. This is critical to security deposit refund.

11. Cooking

NO cooking or grilling will be allowed indoors. Only the preparation of cold foods and use of warming tables with sternos of precooked hot foods or catering will be allowed.

12. Smoking Policy

This facility is a **NO SMOKING** facility, and this policy will be enforced. Any violation of this item may forfeit your security deposit, and the particular party may be asked to leave the facility.

13. Alcoholic Beverage Policy

If alcoholic beverages are to be sold (e.g., cash bar) proper licenses are required.

- No alcoholic beverages are to be sold during ArtsTech hours of operation, (Monday thru Friday, 8AM – 5PM).
- Renting party must serve food/snacks.
- Renting party must provide at least two (2) designated drivers for those in need throughout the event.
- If an event has a cash bar, the applicant must obtain a Kansas City, Missouri, liquor license and present the certificate three days in advance of the event to ArtsTech.

14. Damages

Any damages that occur to the Gallery that are a direct result of your rental party will be deducted from the security deposit. If the damages amount to more than the security deposit, the applicant will be responsible for all costs to repair the Gallery to its original condition.

15. Amendments

The Gallery rental agreement may be amended at anytime by the Executive Director to fit the particular needs of the rental party.

16. Security

ArtsTech can also provide contact information for a private, off-duty Kansas City Missouri Police Department officer for the duration of your event. The cost of the detail will be paid directly to the officer at the current rate for police details (approximately \$29/hr).

17. Parking

ArtsTech has adjacent parking in the lot south of the building (16th & Holmes), which has 40+ spaces and plenty of off-street parking.

18. Air-Conditioning/Heating

Currently there is NO direct air-conditioning in the Gallery. There are two window fans that remove the heated air from the space. There are also tower fans and industrial fans that are used to cool the space if necessary. Mounted heating units are available to provide heat during the winter months. ArtsTech is not responsible for climate changes inside or outside the building. ArtsTech will make your guests as comfortable as possible, but the final decision is yours in determining if the building will be too hot or too cold.

19. Additional Services

- ❖ AV equipment - \$50 rental fee
- ❖ Sound system - \$100 rental fee
- ❖ Screens or display boards – \$100 rental fee
- ❖ Divider curtains – installed - \$100 rental fee
- ❖ 6' or 8' banquet tables - \$6 each
- ❖ Metal folding chairs - \$2 each
- ❖ Table Linens
 - Round - \$8 each
 - Rectangular - \$10 each