

RENTAL APPLICATION

ALBANY AREA ARTS COUNCIL, INC.
THE HISTORIC CARNEGIE LIBRARY BUILDING
215 N. JACKSON STREET, ALBANY, GA 31701
229-439-ARTS (2787)

The Albany Area Arts Council welcomes the public to visit the 20th century, Neo-classical building, which serves as an arts welcome center, a facility for arts organizations, and an excellent site for receptions, parties and meetings.

Facility features:

- Over 2000 square feet of meeting space
- Rooms easily closed off or opened to create small or large space as needed
- Private conference room with *large board* room table, perfect for meetings
- Full kitchen
- Handicap accessible
- Local art on exhibit throughout facility
- Large parking lot
- Convenient downtown location

Date of Event: _____ Hours of Event: _____

Name of Org./Party: _____

Name of Contact Person: _____

Address of Contact Person: _____

Email Address: _____

Contact Phone #: Work _____ Cell _____

Deposit: _____

Rental Rates

Entire Facility

Weddings, receptions, parties, dinners, and luncheons

- 8 hours: \$400
- 4 hours: \$225
- Security deposit of \$150 required. If no damage has occurred \$100 of deposit is refunded.
- Security fee of \$18/hour required. Security fee is required for set-up, event and clean-up.

Conference Room Only

Meetings, receptions, and luncheons. Includes use of kitchen and bathrooms.

Monday-Friday 9am-5pm (holidays excluded)

- \$35 per hour

FACILITY RENTAL POLICIES

1. The proposed use must be of a size and nature that will not risk damage to or destruction of the exhibits and historic premises or otherwise violate fire, security or safety regulations.
2. For a date to be reserved you must have signed a rental contract and paid the security deposit of \$150.
3. Deposit is fully refundable if cancellation is made within 30 days prior to the event. The deposit is non-refundable if you cancel less than 30 days prior to the event. Each returned check will be assessed a \$35.00 fee.
4. Remaining rental balance is due 7 business days prior to the event.
5. Security presence is required during all hours of use. This includes setup and cleanup. The security company will be selected by AAAC.
6. The renter must be responsible for all expenses in connection with the event; including but limited to making all necessary catering arrangements, decorations, equipment rental, and the removal of all equipment, decorations and garbage not belonging to the Council immediately following the event.
7. Day of the Event: The facility will be cleaned prior to your event.
8. Setup must be done during hours allotted in your rental contract agreement, otherwise the renter will incur an additional charge of \$50/hr. Arrangements for deliveries should be made with Council administration at the time of the rental. These activities must be accomplished in a manner that does not interfere unduly with other activities of the Council.
9. No alcohol may be offered for sale on the building premises.
10. No smoking is allowed indoors.
11. No artwork shall be touched, moved, or disturbed in any way.
12. The Council does not allow any furniture to be removed from the facility. All rearranging of facility furniture must be handled by Council staff.
13. No decorations, nails, tape, etc. may be attached to the walls, ceilings, or floors. If flowers are to be arranged on-site, a tarp or other floor cover must be placed over the floor where the flowers are to be arranged.
14. Only votive candles may be used inside the building in order to decrease the risk of fire or wax damage.
15. No fires allowed in the fireplaces by code. Fireplaces are for decorative purposes only.
16. Members or guests attending the event held by the renter will be subject to and abide by all Rental Policies of the Council.
17. Cleanup: All take down and clean up must be completed within the hours allotted in your rental contract agreement to avoid additional charges.
18. Aside from general vacuuming, all areas of the facility utilized by the renter must be left in good order and clean so that the space can be re-opened to the public. All loose trash must be picked up and taken to the dumpster located in the parking lot
19. The renter shall be responsible for any loss or damage to the property or exhibits of the Albany Area Arts Council and shall indemnify and hold the Council harmless for any claims arising from the use of the rented facilities. Damage occurring during renter's usage of the facility, including any entities with whom the renter has contracted to provide services, will result in the Council retaining the renter's security deposit to rectify all damages. Renter also is responsible for damages exceeding the \$100 security deposit.
20. There are approximately 40 chairs, 3 eight foot tables, 14 six foot tables and 5 four foot tables. These belong to the Albany Art Guild but are graciously being loaned to us and we need to handle them with care.

I have read the above information regarding rental policies and charges and agree to abide by all the policies and regulations stipulated in this contract by the Albany Area Arts Council.

Signature: _____ Date: _____