The Gallery
Rental Policy and Application
(READ THROUGHLY)

The following Rental Policy contains important information regarding the use of the Gallery. The Gallery is a private event space. No selling of food, beverages or tickets on sight. 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 Policy will be considered NULL AND VOID if the application is not completed and returned within three weeks of the event date along with a deposit, unless otherwise agreed to by the Executive Director.** Please initial each box indicating you have read each line. 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 website, www.artstech-kc.org, or by calling the office at the number listed 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 and copy of ID). All rentals are subject to the approval of the Executive Director or his designee. Applicants must be at least 30 years old to reserve the Gallery. If parents/guardians want to rent the gallery for their child they MUST be on the premises the entire time of the event. Parents/guardians will be the responsible party for any violation of the rental agreement.

2. Rental Fee

$800 – Events (10 Hours)

The rental fee must be paid in full at least **fourteen (14) days prior** to the rental date or with the application, whichever is sooner. The renting party will be charged **$50 per hour after ten hours** for additional site coverage. Event time includes setup, the event, and clean-up. Failure to pay full balance will result in forfeit of security deposit and cancellation of event.

3. Security Deposit

$300.00

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 <u>within 14 days after the function</u> 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 exceeding the cost of the security deposit occur more than the security deposit, applicant agrees to pay for the extra damages.

☐ 4. Cancellation Policy

Deposit is <u>forfeit</u> for all <u>CANCELLED</u> events.

☐ 5. Gallery Hours of Operation

Sunday thru Saturday: 3PM – 1AM

Note: All parties including staff must be out of the building by <u>1:30AM</u>.

☐ 6. Capacity

The maximum capacity of the Gallery shall be three hundred fifty (350) people, 250 seated with tables and chairs.

☐ 7. Gallery Setup

Gallery setup is the responsibility of the renting party. Assigned staff is not responsible for any type of setup but will make sure all general gallery space items are available. A list of items needed for your event must be in writing and made available at the time of signed agreement. A minimum of ten (10) tables and one-hundred (100) folding chairs will be available for use and is included in the basic fee. Additional tables and chairs may be delivered or brought in one day 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. Confetti and glitter are prohibited.

☐ 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 included in the rental rate (up to six hours). All rentals include two hours prior setup time for your event, on-site coverage at/during your event, and half hour clean-up time at the conclusion of your event. **If additional time is requested or exceeds ten (10) hours, your will be billed $50/hr. additional fee for the staff person on duty.**

☐ 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 your receiving a full security deposit refund.

☐ 11. Cooking

<u>NO cooking or grilling</u> allowed. Only the preparation of cold foods and use of warming tables with sternos of precooked hot foods or catering allowed.

12. Smoking Policy

This facility is a **NO SMOKING** facility, and this policy will be strictly enforced. Violation of this policy will result in forfeit of your security deposit, and the particular party may be asked to leave the facility immediately.

13. Alcoholic Beverage Policy

Alcoholic beverages are allowed at events but <u>**CANNOT BE SOLD**</u> on premises.
Renting party must serve food/snacks if alcohol is provided.
Renter must hire Kansas City Police Department security officers who must be present for your event when alcohol is served.

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 is greater 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 in writing by the Executive Director to fit the particular needs of the rental party and/or staff. Since we are a private event space, selling of tickets on the premises for a public event are not allowed.

16. Security

The **renting party must provide approved <u>KCPD Off-Duty Officers</u>** for their event. Officers may be requested by calling the Kansas City Missouri Police Department at 816-234-5388 or 816-234-5412. Contracted off-duty officer rates vary from $35-$41/hr. Minimum of three (3) hours of service. 72-hour cancellation notice required. **All Events must have security**. **NO EXCEPTIONS!**

ArtsTech must have written documentation that adequate and approved security has been obtained fourteen (14) days before the event.

17. Parking

ArtsTech has adjacent parking in the lot south of the building (16th & Holmes St.), 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 is one window fan that removes the heat/air from the space. There are also tower fans and industrial fans that are used to cool the space if necessary. A mounted heating unit is available to provide heat during the winter months. Cooling and heating units may be rented from us for your event.

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 for your event.

Application Form   **Application (Today's) Date:** _____

Applicant Information

Applicant Name: _____

Address: _____

City/State/ZIP: _____

Applicant Email: _____

Applicant Phone (Day): _____ (Evening): _____

Drivers Lic/ID: (State): _____ (Number): _____

Name of Organization Representing: _____

Address of Organization: _____

Additional Contact/Co-Applicant: (Name): _____

(Phone): _____ (Email): _____

Program Information

Date of Reservation: _____

Day(s) of the Week (Please Circle)

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Nature of Program/Event: _____

Set-up Time: _____ Event Time: _____ Clean-up Complete: _____

Total Number Expected: _____ Public or Private Event: _____

Will tickets be sold? _____ If so, how much? _____

Will food be served? _____ Caterer's Name/Phone: _____

Coordinator: (Y/N)? Name/Phone: _____

Will Alcoholic Beverages be served? Yes_____ No _____ *Private Events Only*

I have read and completed this application and agree to the attached Gallery rental policy.

_____   _____

Applicant Signature   **Date**

THE FOLLOWING TO BE COMPLETED BY ARTSTECH:

RENTAL FEE$	AMOUNT RECEIVED	PAYMENT TYPE	DATE PAID	STAFF
$800.00 – Gallery Rental				
$300.00 – Security Deposit				
Additional Services ($)				
Notes:				

_____   _____   A/S _____

Staff Signature   **Date**

                                                                            Permit: (circle) Y / N