

Martin County Arts Council, Inc.
Rental Fees/ Policy and Procedures Guidelines
Fees Effective February 1, 2023

Thank you for your interest in using the Martin County Arts Council for your event!

Martin County Arts Council, Inc. (MACA) Board of Directors will review all building rental applications. Only events deemed suitable for our building will be approved.

If scheduled during regular Gallery hours, groups from the Martin County Governmental Center and the Town of Williamston can meet at no charge.

Full Time Rentals Charges: (Choose which package suits your needs the best with a 2 week advance notice and a 25% deposit to save the date and time)

- **Package A:** Rental for 12 hours, lower level only \$375.00
- **Package B:** Rental for 6 hours, lower level only \$225.00
- **Package C:** Rental for 6 hours, second level only \$100.00 (no kitchen privileges)
Rental for 12 hours, second level only \$150.00 (no kitchen privileges)
- Both levels for 6 hours \$325.00
- Both levels for 12 hours \$525.00

\$50 will be refunded from A and B Package price if the building is left clean** (\$25 from Package price C)

****FAILURE TO ABIDE BY ALL THE RULES WILL JEOPARDIZE YOUR CLEANING FEE REFUND AND ABILITY TO RENT THE BUILDING IN THE FUTURE.**

- **\$12/hour for an on-site staff person during rental. (Paid at end of event to staff person.) Cash or check only**
- Members of the Martin County Arts Council receive a 10% discount on building rentals.

Additional Charges:

- Remaining balance of your rental will be due 7 days prior to the event.
- *Renter should remove all trash and leave facility as found. The MCAC staff person on duty will inspect the premises and record such findings before the building is vacated. This documentation must be signed by the lessee and the staff person.

SHORT MEETING FEES – MEETINGS ONLY (NOT FOR PARTIES & OTHER EVENTS)

Short Meetings Charges: Two (2) hour minimum and Four (4) hour maximum

(Choose which package suits your needs the best with a 2 week advance notice and a 50% deposit to save the date and time)

- **Package D:** Rental for 2-4 hours, lower level \$35 per hour
- **Package E:** Rental for 2-4 hours, second level \$20 per hour

- Deposit: 1/2 of cost for anticipated hours. Additional set up fee of \$20 charged for meetings held during Gallery Hours of noon-4. This fee is paid directly to staff person.
- If meeting is held outside of Gallery Hours, a \$12 per hour fee must be paid directly to the staff person.

APPLICABLE FOR ALL RENTALS

- 1. Use of Tables and Chairs:** Indicate the number of tables and chairs needed 7 days prior to the event to avoid an additional fee of \$25.
- 2. Building Occupancy:** Fire code limits the number of attendees to 100 persons on the first floor and 59 persons on the second floor. (Attendee limits may vary according to governmental mandates during pandemics, etc. If numbers in attendance exceed fire code limits, the fire marshal will be called to evacuate the building and possibly shut down the event. When this occurs, will not be a refund on rental fee.
- 3. Liability:** The MCAC assumes no liability for personal/bodily injury, lost items or damages during or following the use of the building. **You are responsible for the behavior and safety of the group using the facility!** You, as the lessee, are responsible for damages to any property belonging to MCAC including items on display at the time of the event or items belonging to others and will be held liable for any costs, damages, attorney fees and expenses incurred in connection with this contract.
- 4. Tablecloths:** Cotton/polyester tablecloths are available for rentals. Ask for details.
- 5. Alcohol:** If alcohol is being served or sold, appropriate alcohol permits/licenses are required. A copy of the compliance notice should be on file at MCAC prior to the event.

Also, if alcohol is to be sold or served, a special event liability insurance policy must be purchased for at least \$1,000,000 and must include property damage with a limit of at least \$100,000. MCAC, Inc. must be listed as an additional insured and a copy of the certificate of insurance confirming this liability coverage must be submitted to the MCAC no less than 10 days prior to the event date or the rental agreement will be considered null and void. Insurance can be purchased from any insurance agency of your choice.

Note: The MCAC reserves the right to have law enforcement, at the lessee's expense hired to be at any event that serves alcohol

- 6. Building Policy: Please adhere to the following rules:**
 - a. The building is a non-smoking facility; No smoking inside the building. Marijuana and other drugs are strictly forbidden.
 - b. No nails, tacks, staples, or tape may be used on the walls of the building.
 - c. Candles must be in holders.
 - d. The building must not be used for any unlawful or offensive purpose.
 - e. Fire extinguishers are accessible in the event of a fire.

Rental Agreement Form

Lessee's contact information:

Name (print) _____

(Person renting building must be 25 years old or older and will be held responsible for making sure rules are followed)

Mailing Address _____

Email address _____

Telephone Numbers _____ (home) _____ (cell)

Date: _____ Signature _____

Occupancy: Lower level – 75-100 maximum Second Level- 45 - 59 person maximum

Rental Agreement: I have read, understand and agree to all the terms and conditions of this agreement. I wish to rent the MCAC building:

CIRCLE ONE: downstairs upstairs on _____ (date) for _____ (hours) to begin at _____ (time) and end at _____ (time)(hours include decorating and cleanup) for the purpose of (type of event) _____

Alcoholic Beverages will _____ or will not _____ be served.

_____ (lessee signature) _____ (date)

_____ (MCAC signature) _____ (date)

Rental Package Costs and Fees:

- Rental package Fee: _____
- Deposit (25% of package A-C or 50% of package D-E) (non-refundable): \$ _____
Balance of \$ _____ due on _____ (7 days prior to event)
- Staff expense: _____ hours X \$12/hour = _____ (Paid at end of event to staff person)
- Setup Fee (only applies to packages D-E for daytime rentals): _____
- Cleaning Fee ((\$50)(\$25) Package A-C only) refundable: Yes _____ No _____
(Staff signature) _____
- Special Event Liability insurance Policy(if applicable): Policy number _____ Staff Initials _____
- Special Event liability insurance Policy: _____ (number) _____ (staff initials) _____