1630 Van Ness

Fresno, CA 93721

559-268-6130

arteamericas.org

Facility Use Reservation Agreement

|  |  |
| --- | --- |
| Application date |  |
| Requested Date |  |
| Event TITLE |  |
| Day/Date/Times |  |
| Organization/Host |  |
| Contact Person |  |
| Contact Phone # |  |
| Email address |  |
| Mailing Address |  |
| City/State/ZIP |  |
| Type of Event |  |
| Est attendance |  |

What is your primary industry/occupation? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does your business/organization hold 501 3c status? Yes\_\_\_ No\_\_\_ Your # \_\_\_\_\_\_

Does your business/organization employ more than 25 people? Yes\_\_\_ No\_\_\_

Will you need the use of the catering kitchen? Yes\_\_\_ No\_\_\_

Do you want to offer our no-host bar? Yes\_\_\_ No\_\_\_

There is a sliding scale for non-profits. We are open to in-kind donations in exchange for rental space.

A 50% deposit of the rental fee is due to secure the date. Full payment is due 2 weeks prior to the event. Cancellations within 30 days may receive ½ the deposit refund. After 30 days, no refunds. Changes in dates can only be made at the discretion of the Executive Director, if scheduling permits.

I have read the policies and requirements and understand that failure to comply with them may jeopardize this agreement. I am agreeing to the conditions and fees. Please allow for 48-72 hours for an Arte Américas representative to return your inquiry.

Agent/organization agrees to insure, defend and hold harmless Arte Américas and any employee or agent from and against all claims and liabilities, whether proceeding to judgment, settlement, or otherwise brought to conclusion, arising out of any activities or operations performed by the group.

ARTE AMERICAS BOARD POLICY: **Use of the Facilities by Outside Groups**

The programs and activities of Arte Américas are foremost in consideration of the use of space in our facility. Use of the space by outside groups, agencies or individual will be of secondary priority in scheduling and only under specific conditions:

1. The proposed use of the space is consistent with Arte Américas’ mission and goals.
2. The proposed activities would not interfere with Arte Américas’ programming.
3. The use of the space would attract potential Arte Américas’ members, customers or supporters.
4. The individual or group using the space will be responsible for securing the use of any special equipment, furniture, or licensed catering services needed and will abide by these guidelines.
5. Children at the event are to be supervised by their parents at all times.
6. An Arte Américas staff member is available to supervise the event.
7. Political events must conform to our Guidelines on Political events.

**Spaces when available:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Space** | **Capacity** | **Rental Feel 11am – 5 pm**  **(when open to public)** | **Before or after hours 5pm-10pm**  **(during hours closed to the public)** | **Cleaning Fee** |
| Gallery Rental (Includes exhibit and community space) | 100 | N/A | $800 | $100 |
| Kiosko (Gazebo)  May-October  (Recommended) | 30-40 | $350 | $500 | $100 |
| Upstairs Classroom | 40 | $350 | $500 | $100 |
| Plaza  May-October  (Recommended) | 600 | $1,500 | $2,000 | $200 |

Discounted rates available for non-profit organizations

**Requirements:**

* $1,000,000 Liability Insurance listing Arte Américas as additional insured.
* Security Guards, 1-4 depending upon attendance and hours. Arte Américas will make arrangements and add the expense to the final payment fee.
* Cleaning fee of $100 ($200 for Plaza Events*).* Arte Américas will make arrangements and add the expense to the final payment fee*. This is non refundable.*
* Security Deposit ($250 indoors/$500 outdoors), refundable if there is no damage to the facility.
* Event must be over by 10 p.m. Clean up and removal of items by 11:00.

**Additional Guidelines:**

* Tables and chairs are included in rental fees for indoor, but not outdoor events. We arrange for rentals and add to the final payment.
* PA system for the community gallery, full sound system for the Plaza contracted through us.
* Set up of the space must be arranged in advance. Decorations and displays must be in consideration of the artwork. Set up during center hours inside is 4 pm on days the center is open. Take down and removal of items must be done within an hour after the event.
* Arte Américas can provide a no host bar if desired, but all drink proceeds go to the center. For outside liquor there is a corking fee per bottle. For groups wishing to serve alcohol and charging entrance fees, they will be required to obtain a one-day license or pay $75 for us to obtain one.
* DJ/band will need to power-down by 10PM in compliance with noise ordinances.
* Clean-up must be completed by 11:00 for evening events.
* Parking is available on our lot, on the streets, and across the street from Arte Américas.
* For ticketed events, you may use Arte Américas as a point of sale. We will retain 15% of sales.
* For merchandise sales, Arte Américas receives 10%.
* All Arte Américas and grounds are smoke free.

Board Policy amended 3/9/2017.

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**Office Use:**

Estimated charges:

Rental Fee: $\_\_\_\_\_\_

Cleaning Fee: $\_\_\_\_\_\_

Security: $\_\_\_\_\_\_

Security deposit refundable: $\_\_\_\_\_\_

Tables/Chairs/Tablecloths: $\_\_\_\_\_\_

Sound: $\_\_\_\_\_\_

Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_: $\_\_\_\_\_\_

Total estimated costs: $\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Accepted by Date Title

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved by Arte Américas representative Date Deposit