



## Event Space Rental Information

The Falmouth Art Center provides meeting space for nonprofit organizations and members of the Falmouth Art Center for professional meetings, educational workshops and celebrations at the discretion of the Executive Director and the Executive Committee. The Art Center also rents space to for profit organizations for meetings. It does not rent space for fundraising purposes.

Agreement made on \_\_\_\_\_ by and between the **Falmouth Art Center** and \_\_\_\_\_, referred to as "Client". Client agrees to rent and the Falmouth Art Center agrees to make available rented space with the agreed upon terms and conditions.

*Date of the event:* \_\_\_\_\_

*Set-up start time:* \_\_\_\_\_

*Event starting at:* \_\_\_\_\_

*Event ending at:* \_\_\_\_\_

*Clean-up ending at:* \_\_\_\_\_

*Total hours:* \_\_\_\_\_

*Number of guests expected:* \_\_\_\_\_

*Client name:* \_\_\_\_\_

*Client Address:* \_\_\_\_\_

*Client phone:* \_\_\_\_\_ *Client email:* \_\_\_\_\_

To secure your reservation the client must agree to provide the Falmouth Art Center with the following:

- a signed agreement and date-hold deposit of 50% of the total fee on the day of the booking
- the balance of your space rental fee no later than two weeks (14) days prior to your event
- a copy of your special event liability insurance no later than fourteen days (14) prior to your event
- a one day liquor license issued by the Town of Falmouth

### Confirmation & Cancellation Policies:

- Once the completed application and security deposit, if any, are received, the Falmouth Art Center staff will confirm the reservation in writing via email or post.
- Request to cancel reserved meeting space must be received with adequate notice, which constitutes two weeks. When there is adequate notice, the renting organization will be refunded their reservation payment minus a \$50 administrative fee. If there is a security deposition, the fee will be taken from the deposit with the balance sent to the renting organization.
- Where there is NOT adequate notice, the renting organization will be charged the full room fee.
- If a cancellation is due to a regional or national disaster including extreme weather condition, the renting organization will receive a full refund.

Client Initials: \_\_\_\_\_ Date: \_\_\_\_\_



## EVENT RENTAL SPACES AND RATES

The rooms are available for rent seven days a week and year round. The Art Center is not available for rent on Federal Holidays. All rental fees listed below are subject to change due to time of year, number of attendees, and hours of events at the discretion of the Falmouth Art Center.

The Art Center accepts all credit cards and checks payable to the Falmouth Art Center as payment.

The spaces listed below are available for rent by nonprofits and members of the Falmouth Art Center.

**Meeting facilities include:**

**Rental Fees:**

**Please check one**

*First Floor:*

**Hermann Gallery** accommodates 80 \_\_\_\_\_

**Landrau-Partan Gallery** accommodates 40 \_\_\_\_\_

First floor classroom \_\_\_\_\_

First floor rooms together accommodate 120 \_\_\_\_\_

*Second Floor:*

**Sally's Studio** accommodates 80 \_\_\_\_\_

**Sigel Gallery** accommodates 40 \_\_\_\_\_

Second floor rooms together accommodate 120 \_\_\_\_\_

*Lower Level:*

**Ceramic Studio** \_\_\_\_\_

**Printmaking Studio** \_\_\_\_\_

TOTAL EVENT FEE: \_\_\_\_\_

DEPOSIT DUE: \_\_\_\_\_



## **RENTAL GUIDELINES**

Please read the material below to make sure all parties understand the requirements of providing for everyone's safety and keeping the Falmouth Art Center maintained and a safe location for future use.

### ***Deposit/Rental Fees:***

A signed contract and date-hold deposit of ½ of the total event price must be received to reserve your date(s) and time(s). This is nonrefundable unless Falmouth Art Center is forced to cancel and the full deposit will be refunded. The Balance of your space rental fee is due thirty (30) days prior to your event. No terms are implied or granted and no work will be allowed to commence until full payment is received.

### ***Insurance:***

- Special Event Liability Insurance may be required of any renter and is due no later than ten (10) days prior to your event. The insurance must, at client's sole expense, provide and maintain public liability and personal property damage insurance, insuring the Falmouth Art Center and its employees, contractors and contracted vendors against all bodily injury, property damage, personal injury and other loss arising out of clients use and occupancy of the premises, or any other occupant on the premises, including appurtenances to the premises and sidewalks. If serving alcoholic beverages, the client must obtain a one day liquor license from the town of Falmouth and a tip certified bartender.

### ***Smoke-Free Facility:***

The Falmouth Art Center is a smoke-free facility. Any guests violating the smoking restrictions will be asked to leave the premises by the event staff.

### ***Catering, Cleaning, Trash and Equipment Removal:***

- The Falmouth Art Center will be returned to the same clean condition in which it was found following your event.
- All leftover food, beverages and serving equipment shall be removed at the end of the event.
- Nothing is to be left in the refrigerator unless unopened.
- Arrangements for the temporary storage and pick-up of rental equipment must be coordinated in advance.
- Floors shall be swept and spot-cleaned for spilled drinks, etc.
- All trash and recycling must be collected and properly bagged and removed by client or placed in trash and recycling receptacles outside of the Art Center.

### ***Lost and Found:***

The Art Center takes no responsibility for personal effects and possession left on premises during or after any event. We do, however, maintain a lost and found and will hold recovered items up to 30 days. Every attempt will be made to return any recovered item to its rightful owner.