



The Gallery Rental Policy and Application

The following Rental Policy contains important information regarding the use of the Gallery. 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 will be considered NULL AND VOID if the application for hall rental is not completed and returned within two weeks of the application date, unless otherwise agreed to by the Executive Director. 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 Web site, www.artstech-kc.org, or by calling the office at the number 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), at a time no later than two weeks after the application date. 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

\$650.00 – ALL Events (Over 3 hours)

\$350.00 – Events (3 hours or less)

The rental fee must be paid in full at least thirty (30) days prior to the rental date or with the application, whichever is the sooner.

3. Security Deposit

\$100.00

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 within 14 days after the function** 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 occur that are more than the security deposit, applicant agrees to pay for the extra damages.

4. Cancellation Policy

A written cancellation request must be received by the ArtsTech office in advance of scheduled event. Refunds will occur as follows:

- If the written cancellation is received by greater than 30 days' notice—full refund of rental and security deposit.
- If the written cancellation is received between 15 and 30 days' notice—full refund less \$100 cancellation fee.
- If the written cancellation is received with 14 days or less notice—no refund.

In case of inclement weather, renter should contact the Executive Director on his cell phone, 816-739-1707 for final determination.

5. Time

Weekdays – 9AM to 10PM
Saturdays – 9AM to Midnight
Sundays – 9AM to 10PM

6. Capacity

The maximum capacity of the Gallery shall be four hundred (400) people.

7. Gallery Set-Up

The Gallery will be set up based upon your specific written diagram at the time of signed agreement. A minimum of ten (10) tables and one-hundred (100) 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.

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. All rentals include two hours prior set-up time for your event, on-site coverage at/during your event, and half hour cleanup time at the conclusion of your event. If additional time is request, you will be billed \$15/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 security deposit refund.

11. Cooking

NO cooking or grilling will be allowed. Only the preparation of cold foods and use of warming tables with sternos of precooked hot foods or catering will be allowed.

12. Smoking Policy

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

13. Alcoholic Beverage Policy

If alcoholic beverages are to be **sold**, (e.g., cash bar) proper licenses are required.

- No alcoholic beverages are to be sold during ArtsTech hours of operation, (Monday thru Friday, 8AM – 6PM).
- Renting party must serve food/snacks.
- Renting party must provide at least two (2) designated drivers for those in need throughout the event.
- If an event has a cash bar, the applicant must obtain a Kansas City, Missouri, liquor license and present the certificate three days in advance of the event to ArtsTech.

14. Permits

All events that advertise publicly and or charge admission at the door must obtain a dance hall permit from the Kansas City, Missouri Neighborhood Services Department. Permit costs \$15 per day. A copy of this permit must be submitted three days in advance of the event. ArtsTech must receive a copy of any flyers, notice of advertisement or media coverage no later than 14 days prior to event.

15. 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 to more than the security deposit, the applicant will be responsible for all costs to repair the Gallery to its original condition.

16. Amendments

The Gallery rental agreement may be amended in writing by the Executive Director and applicant to fit the particular needs of the rental party and/or staff.

17. Security

Renter must provide a security officer(s) for their event. Officers/deputies may be requested through the Jackson County Sheriff's Department at 816-524-4302, ext. 254 or the Kansas City Police Department at 816-234-5388. Contracted security officer/deputies(s) rate run from \$29-\$45/hour. Minimum four-hours of service. 72-hour cancellation notice.

ArtsTech must have written documentation that adequate security has been obtained seven days before the event.

18. Parking

ArtsTech has adjacent parking in the lot south of the building (16th & Holmes), which has 40+ spaces and plenty of off-street parking.

19. Air-Conditioning/Heating

Currently there is NO direct air-conditioning in the Gallery. There is one window fan that removes the heated 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.

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.

20. Additional Services and Fees

- ❖ AV equipment - \$75 rental fee
- ❖ Sound system - \$150 rental fee
- ❖ Screens or display boards – \$100 rental fee
- ❖ Divider curtains – installed - \$200 rental fee
- ❖ 6' or 8' banquet tables - \$10 each
- ❖ 48" or 60" round tables - \$11 each
- ❖ 30" tall round tables - \$10 each
- ❖ Metal folding chairs - \$4 each
- ❖ Table Linens
 - Round - \$10 each
 - Rectangular - \$12 each

Application:

Name or Type of Event _____

Function Date(s) _____

Day(s) of Week (Please Circle)

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Requested Hours _____ to _____

Approximate Attendance _____

Name of Organization and/or Individual _____

Address _____

Home Telephone # _____

Business Telephone # _____

Mobile Telephone # _____

Fax# _____

E-mail _____

Caterer: Y/N? If Yes, Name _____ Phone _____

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	NOTES
\$650.00 – Gallery Rental \$350.00 – Less Than 3 Hours \$100.00 – Security Deposit				
Additional Services				

Staff Signature _____

Date _____