

Annette Howell Turner Center for the Arts

Facility Rental Policies

General Public

Rental Event Fees:

- **Base Fee:** \$900, from 6:00 p.m. until midnight; \$100 per hour thereafter.
- **Security Fee:** \$35 per hour, starting 30 minutes prior to the event and 30 minutes after the event. Fees are payable directly to security. The center will arrange for security, or renter may handle with approval by Executive Director.
- **Damage Deposit:** \$500 - Refundable, provided there is no damage.
- **Table and chairs-** as needed, prices below.

Furniture Rental Fees:

Available	Description	Price
128	Gold Ballroom chair with cushion	\$4.50 ea.
116	White wooden folding chair with padding	\$3.50 ea.
24	48" Round Tables (Seat 6)	\$6.00 ea.
17	72" Buffet Tables (Seat 8)	\$8.00 ea.

Basic Center Information

1. The Center's programs and requirements supersede public rentals.
2. Small group meetings may be held as a public service in the boardroom or other areas during operating hours (based on availability) for a reasonable donation and subject to approval by the Executive Director.
NOTE: Such meetings cannot be of a religious, political or fund-raising purpose.
3. The Center's capacity is 250 (seated) and 500 (standing), except during Youth Art Month (March), Spring Into Art (April) and other special exhibits.
4. Events must take place when the Center is closed; exceptions are made with approval by Executive Director.
5. Charge for use of piano may be waived or set by the Center; piano is not to be moved unless approved by Executive Director.

TURNER CENTER FOR THE ARTS – FACILITY RENTAL POLICIES

Rules and Guidelines

- 1) Only a licensed and insured caterer may be utilized. Caterer must show proof of liability insurance. If alcohol is to be served, the caterer must provide appropriate liquor license.
- 2) Renter/Caterer is responsible for:
 - Linens
 - Serving dishes and utensils
 - Take-out containers
- 3) Center is responsible for:
 - Setup of chairs as desired
 - Setup, breakdown and storage of tables in appropriate storage areas
- 4) The kitchen must be left in the condition in which it was found. All rooms must be left clean and not damaged or the damage deposit will not be refunded. Renter must furnish trash bags. No trash or garbage of any kind should be left in the facility. All garbage should be removed to the receptacle outside.
- 5) No birdseed or rice may be thrown inside or outside the building. Flower petals may be thrown outside only.
- 6) No open flames allowed; Sterno cans are allowed under supervision by caterers. Electric candles are permitted.

The primary purpose of the Annette Howell Turner Center for the Arts is to exhibit and interpret art of the highest quality for the enrichment, enlightenment and enjoyment of the public. We welcome the opportunity to expand the Center's educational efforts and increase public awareness of the Center's collections and exhibitions through special events that are compatible with the Center's environment.

Renter Initial _____ Caterer Initial _____

GUIDELINES FOR CENTER RENTALS

- 1) The use of the Center is not authorized for events where the primary purpose of the function is of a religious or political nature or for commercial/marketing purposes.
- 2) City, state and federal codes, including safety/fire regulations, will be enforced by Center staff and adhered to by the user.
- 3) The Center reserves the right to hire additional security personnel at the expense of the user to maintain crowd control for an event.
- 4) Availability and use of the Center are subject to current exhibitions or the pending exhibitions schedule.
- 5) A rental reservation is considered definite after the date, time and guest count are agreed upon in writing by the Annette Howell Turner Center for the Arts through the Center's representative and:
 - a) A deposit of \$750 to reserve the event is received by the Center's representative.
 - b) Both the rental agreement and rental guidelines have been read and the agreement signed, the guidelines initialed, and both returned to the Center.
- 6) Should the event be canceled by the Renter, 50% of the deposit shall be refunded if written notice is received thirty (30) days or more prior to the event. Should the event be canceled within thirty (30) days of the event, no refund of deposit shall be made.
- 7) A walk-through with all involved parties must be scheduled no less than three (3) weeks before the event. It is recommended that the Florist and Caterer attend.
- 8) All arrangements for deliveries, set-up and break-down must be cleared in advance with the Center's representative. Any unscheduled deliveries will be refused.
- 9) All catering and beverages are to be provided by a licensed and insured caterer. If alcohol is to be served, the caterer must provide the required liquor license. NOTE: Under certain circumstances, wine and beer may be served under the Center's license.
- 10) Smoking or any open flame, lit candles, sparklers, etc., (with the exception of sterno cans) is strictly prohibited, both inside and outside. Overhead lights may be dimmed.
- 11) Balloons may be used only with prior approval and must be anchored to a weighted object before they are brought into the Center.
- 12) The Center assumes no responsibility for guests' automobiles or personal property, whether remaining in the automobile or checked/left in the building. User assumes all responsibility for any goods or materials placed in the Center before, during or after any event.
- 13) At no time is any area of the Center to be altered or disturbed in any way that might prove harmful to the Center or its collections. The Center's representative must approve all decorations. Walls are not to be decorated and tables/chairs must be set away from walls. No object can be taped, nailed or pinned into the walls. All decorations must be free standing.
- 14) Dismantling of decorations, etc. must be done before vacating the building on the date of the event.
- 15) In addition to the stated fees, the Center is to be reimbursed for any other expenses or taxes incurred, including, but not limited to, equipment rentals. Should the event go beyond the scheduled time, the user is required to pay an additional fee of \$100 per hour each hour.

- 16) User is responsible for any repair or replacement costs involving Center equipment.
 - 17) NO ART OBJECT MAY BE MOVED FOR ANY EVENT. (See Floral Guidelines, No.9)
 - 18) The Center is to approve the use of specific musical groups and the location thereof.
 - 19) Photography will be allowed inside the Center for special events. However, works of art may not be photographed without prior written permission from a Center representative.
 - 20) All deliveries should be made through the Service Entrance. Clearance must be obtained for delivery of equipment through the glass door entrances.
 - 21) Any proposed changes to setup or setup times for the event must be communicated to the Center's representative no less than forty-eight (48) hours prior to the time of the event.
 - 22) At no time should the elevator be blocked.
- Renter Initial_____
- 23) No food is allowed in the lobby.

FLORAL GUIDELINES

The following guidelines are intended to prevent inadvertent damage to artwork during an event. Naturally, the Center is concerned that, while allowing renters and their floral designers the greatest latitude possible in their creative efforts, consideration is always given to the safety and proper conservation of the art objects in the Center's collection.

- 1) Arrangements should not impede the normal traffic flow through the Center. No limbs or stalks should impede doorways or hallways. Oversized arrangements should be discussed with the Center's representative prior to setup.
- 2) Arrangements should be of a sufficient distance from any and all art to ensure that there is no contact with the work and that an accident would not result in the arrangement toppling into a piece of artwork.
- 3) Plant materials should not touch walls and floors in galleries.
- 4) **NO MISTING IS ALLOWED.** All containers must be water tight.

The following materials are prohibited:

- Hollow reed basketry materials
- Mosses collected in the forest (nursery grown mosses are acceptable).
- Sod
- Peat moss
- Bird or insect nests

- 6) Use of the following materials should be discussed with the Center's representative:
 - Cacti
 - Seedpods
 - Rooted plant material

- 7) The use of aerosol cans (lacquer, paint, Wilt-Pruf, etc.) and glue guns are prohibited in the galleries.
- 8) Materials to be arranged must be in designated area and should be kept atop plastic sheeting (provided by the arranger) during setup. Every effort should be made to confine materials to a small and tidy area.

Only completed arrangements can be moved into the galleries. All plant materials left over must be cleaned up by the arranger and disposed of in a proper waste receptacle.

9) NO ART WORK OR FIXTURES MAY BE MOVED, unless approved by the Director and may only be moved by staff. This is to be agreed upon when contract is signed.

We hope that these guidelines will help answer any questions, and we ask for your cooperation. If you have ANY questions, please call the Center's representative at (229) 247-2787.

Renter Initial_____ Florist Initial_____