EVENT RENTAL POLICY GUIDE

Basic Rental Information

1. Base Fee: $1,200 for events from 6 p.m. until midnight. $100 per hour thereafter.

2. Rental Deposit: Half due to secure event. Other half and refundable damage deposit is due 14 days prior to the event date.

3. Damage Deposit: Refundable $500, less any damage to property.

4. Security Fee: $40 per hour, which include the event duration plus 30 minutes prior and 30 minutes after the event. Fees are payable directly to security guard. The center will arrange for security, or renter may handle with approval by Executive Director.

5. Tables, chairs, and other rentable items are listed on the Event Rental Worksheet.

6. Small group meetings (up to 12 guests) may be held in the boardroom or other areas during operating hours (based on availability) for $50 per hour.

7. The Center's capacity is 150 (seated) and 500 (standing).

8. Events must take place when the Center is closed; exceptions are made with approval by Executive Director.

General Rental Guidelines

_____ 1. City, state and federal codes, including safety/fire regulations, will be enforced by Center staff and adhered to by the user.

_____ 2. The Center reserves the right to hire additional security personnel, at the expense of the user, to maintain crowd control for an event.

_____ 3. Availability and use of the Center are subject to current exhibitions and event schedules.

_____ 4. A rental reservation is confirmed when the date, time, and guest count are agreed upon in writing by the Center's representative, the deposit to reserve the event is received, and the rental agreement and guidelines have been read, signed, and returned to the Center.

_____ 5. If an event is canceled by the Renter via written notice at least 30 days or more prior to the event, 50% of the deposit will be refunded.

_____ 6. A walk-through must be scheduled no less than three weeks before the event. It is recommended that the Florist and Caterer attend.

_____ 7. All arrangements for deliveries, set-up, and break-down must be cleared in advance with the Center's representative. Any unscheduled deliveries may be refused.

_____ 8. 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 alcohol license. Bringing your own alcohol is not permitted. * Proof/copy of caterer alcohol licensing must be submitted to us no later than three weeks before the scheduled event.

_____ 9. The Renter/Caterer is responsible for a) linens, b) serving dishes and utensils and c) take-out containers.

_____ 10. The Turner Center is responsible for the setup of tables, chairs, and other rented equipment prior to the event and the breakdown and storage of rented equipment following the event.

_____ 11. The kitchen must be left in the condition in which it was found. All rooms must be left clean and not damaged. No trash or garbage of any kind should be left in the facility. All garbage should be removed to the receptacle outside (in southeast side of parking lot). If cleaning standards are not met, a portion of the damage deposit may be retained.

_____ 12. No birdseed, rice or confetti may be thrown inside or outside the building. No loose glitter is permitted. Flower petals may be thrown outside only.

_____ 13. Smoking or any open flame, lit candles, sparklers, etc., (with the exception of Sterno cans used by the licensed caterer) are strictly prohibited, both inside and outside of the facility. Only battery-operated candles are permitted.

_____ 14. Balloons may be used only with prior approval and must be anchored to a weighted object before they are brought into the Center.

_____ 15. 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.

_____ 16. 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. Decorations must be free standing and not taped, nailed, or pinned into the walls.

_____ 17. Removal of decorations, personal property, etc. must be done before vacating the building on the date of the event.

_____ 18. 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.

_____ 19. Renter is responsible for any repair or replacement costs involving Center equipment.

_____ 20. NO ART OBJECT MAY BE MOVED FOR ANY EVENT. (Also See Floral Guidelines No. 6.)

_____ 21. The Center is to approve the use of specific musical groups and their set-up location on the property.

_____ 22. All deliveries should be made through the south access road and service entrance. Prior approval must be obtained for delivery of equipment though the glass door entrances.

_____ 23. Any proposed changes to event arrangements or setup times must be communicated to the Center's representative no less than 48 hours prior to the time of the event.

_____ 24. At no time should the elevator be blocked.

Floral Guidelines

_____ 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 and must be in spill-proof containers.

_____ 4. The use of aerosol cans (lacquer, paint, etc.) and glue guns are prohibited in the galleries.

_____ 5. 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.

_____ 6. NO ART WORK, FURNITURE, BENCHES, PIANO or FIXTURES MAY BE MOVED, unless approved in advanced by the Executive Director and may only be moved by staff.

Venue Rental Agreement

I (Renter) _____accept the rules set forth in the Annette Howell Turner Center for the Arts (Turner Center) Agreement and Rental Guidelines. I accept full responsibility for any damage, breakage, or theft of any contents or premises of the Turner Center during time of rental. I and/or my caterer will contact the Turner Center Venue Rental Coordinator about any and all arrangements prior to the event date. I understand that a deposit of 50% of the total fee is required to secure a reservation (See Event Rental Worksheet). The balance and the $500 refundable damage deposit (less any damage) is to be paid no later than 14 days prior to the reservation date.

Waiver of Liability and Indemnity Agreement

The undersigned (Renter) agrees and fully understands that the Lowndes/Valdosta Arts Commission, Inc. (LVAC) and the Annette Howell Turner Center for the Arts (Turner Center) is not responsible for any claims for damages or injuries to the person or property of any person or entity, caused by any act or omission of renter, renter's caterer, or any agent, employee or guest of renter, during the time of rental. Furthermore, the undersigned agrees to forever indemnify, protect and hold harmless LVAC from any claim or legal action, including attorney's fees and expenses, which may arise out of or relate to renter's use of or presence upon the premises of LVAC. Renter acknowledges that this waiver of liability and indemnity agreement are entered into voluntarily and for and in consideration of the rental of the Turner Center, owned and operated by the LVAC, including all property, equipment and facilities, all of which are owned and operated by LVAC. The undersigned Renter represents that he/she has the authority to enter into this agreement on behalf of any entity or organization identified as Renter.

_____		_____	
Signature of Renter	(Date)	Signature of LVAC Rep.	(Date)
_____		_____	
Signature of Caterer	(Date)	Signature of Florist	(Date)