



# Windsor Art Center (WAC) Rental Policy & User Agreement

## APPLICATION

<b>Organization</b>	
<b>Address</b>	
<b>Primary Contact/Title</b>	
<b>Email</b>	
<b>Phone</b>	
<b>Event Date/s &amp; Time/s</b>	
<b>Title of Event</b>	
<b>Purpose/Description of Event</b>	
<b>Date of Application</b>	

Windsor Art Center Mission Statement: *The Windsor Art Center celebrates creativity and inspires an appreciation for diverse artistic cultures by showcasing the visual and performing arts.*

The WAC is available as a meeting space for events that are compatible with and/or are aimed to advance this mission.

## USAGE POLICY

If you hold your event at WAC, you are agreeing to allow up to a 10-minute welcome to your audience by a representative of WAC. The purpose of the welcome is to inform your audience of the Windsor Art Center, its programs and activities.

## RESERVATIONS

All events will be scheduled by the Windsor Art Center administration. Reservations are tentative until this User Agreement, event details and all required documents are on file at WAC. Gallery curfew is 11:00pm.

## RESTRICTIONS

- Space at WAC shall not be used for any unlawful purpose or solicitation
- User may be asked to vacate spaces if the event extends past the reserved time. Additional charges may apply.
- User will be responsible for any damage caused by participants and/or observers or occurring as a direct result of the event
- User must require all participants to observe WAC usage guidelines and all applicable fire, occupancy and building codes.
- Gallery capacity is 103 for seated events, and 221 for open floor events, according to the fire marshall placard.
- Individuals and organizations holding events at WAC will need to provide a Certificate of Liability Insurance (see insurance section below)

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## GENERAL RULES OF USE

- Banners may not be displayed in any location unless pre-approved by WAC administration
- Decoration(s) may be used provided they are approved in advance by WAC administration
- The use of stickers, labels, tape or other attachments that will leave a glue paste or oil residue behind are prohibited
- Any artwork on display and accompanying wall labels may not be touched, handled, relocated or modified in any way.
- Event seating must be 6 feet away from any art object.
- Screws, nails or other mounting techniques that may adversely affect the structural or decorative integrity of any part of the building are prohibited
- Flames, pyrotechnics, toxins, chemicals and other like items are prohibited
- Furniture and fixtures cannot be displaced without approval from WAC Administration
- User is responsible for removal of all decorative materials
- Sales of products or services at any event must be preapproved by Art Center administration
- Sound equipment owned by WAC may be used on location, but is up to the renter/performer(s) to have the understanding of sound equipment and making it work. WAC does not have an onsite technician. All borrowed equipment must be returned to storage area at end of concert.
- WAC will help promote *Rental Performances* to the best of its ability with an eblast, website post, and facebook post. WAC is not responsible for low visitor turnout. Marketing information and pictures must be supplied to WAC.
- Renters are responsible to collect their ticket sales.

## CANCELLATIONS AND CLOSINGS

- Cancellations made within 72 hours of the start of the event will result in a cancellation fee of 50% of the room rental fee. Cancellations made within 24 hours of the start of the event will result in a cancellation fee of 100% of the room rental fee.
- The venue will close in the event of a State of Connecticut emergency due to weather or other conditions. In this case, the User will contact WAC at the phone number provided. The User will not be charged any fees in this situation.
- If the User elects to cancel the event due to anticipated or actual weather conditions, WAC administration must be contacted at the phone number provided. If the event is canceled and WAC has not been notified, the full rental fee will be applied.

## CLEAN UP & DAMAGES

- The User is responsible for taking all trash with them, and rented spaces must be restored to their original condition before leaving the building.
- If an inordinate amount of cleaning of building, grounds or equipment and trash removal are required after the event, WAC will charge the User for the additional costs.
- Spills or other accidents are to be reported to the Event Manager immediately.
- If damage to the building, grounds or equipment is noted the User will be charged for the costs of any repairs

## DELIVERIES & EQUIPMENT

- Equipment and supplies brought in must be approved in advance, and must be removed immediately following the event. Deliveries of this equipment may be made only at locations designated as loading areas and only at times designated by WAC
- WAC is not responsible for the functions of supplied or rented equipment
- WAC will not assume any responsibility for any items delivered and stored on the premises.

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## **FOOD & BEVERAGES**

- Any licensed caterer may use food-warming devices that require an open flame only if fire extinguishers are provided by the User or the caterer
- Using any form of heat or liquids must be located 10 feet from any works of art. Diligence is expected when utilizing items containing liquids that there is no spilling or spattering.
- Caterers shall remain on site for the duration of the event
- Disposal of all remains must be placed in appropriate receptacles
- Only caterers that are expected in advance by WAC will be allowed to set up food events
- Use of alcoholic beverages must be approved in advance of finalizing the Use Agreement
- The User will Hold Harmless WAC for any claims and/or litigation arising out of food and beverage services offered as part of the event

## **PARKING**

- It is the User's responsibility to advise attendees where they may park. Please be advised that those parking in unauthorized areas could be towed

## **SECURITY**

- WAC may determine if additional security is needed for certain events
- The User will be responsible for the costs of any needed additional security
- In these cases only security approved by the WAC can be hired

## **MATERIALS**

- The Event Manager will dispose of any unauthorized or improperly posted material found in the building or on the grounds
- The User will provide any participant/attendee materials
- WAC does not have the capacity to reproduce materials. However, in an emergency, WAC may be able to duplicate a small volume of copies or printouts at a charge of \$.10 each for black and white or \$.25 each for color

## **SMOKING**

Due to Connecticut State Law, smoking is not permitted inside the building or directly in front, back and sides of the building.

## **INSURANCE**

- Users must provide a current Certificate of Liability Insurance to be kept on file at the Art Center prior to the event
- The Certificate must list The Windsor Art Center as additional insured

## **BASE RENTAL FEE & DEPOSIT**

- \$150/hour (minimum of 2 hours)
- \$100/hour: Non-Profit Organization discount
- Set up and clean up time must be booked within your rental hours. All clean up must be completed by 11pm. Please plan accordingly.
- A deposit of 50% of the room rental fee is required to reserve Windsor Art Center for the event
- Additional use fees may be charged depending on event needs and details

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## EVENT SPACE & RENTAL FEES

Event Date/s:	Event Time/s:	Number of Hours:
Description of Expense	Cost	Balance Due Balance Due Date
Rental Fee		
Additional Fees/Charges		
Minus Required Deposit		
	Total Fees	

Overtime rates may be charged for extra time used before and/or after the stated times. Rates charged will be \$30 per quarter hour or part of.

- Fees for additional time or additionally requested services will be invoiced outside of this agreement

### RENTER / WINDSOR ART CENTER SIGNATORY AGREEMENT

I have read the above agreement and policies and agree to the terms and conditions as well as any terms and conditions on any addendum I may sign:

Renter Print Name	Signature	Date
WAC Signatory Print Name	Signature	Date