



Gateway Regional Arts Center

## Gateway Regional Arts Center Rental Agreement

### **Name of Renter: \***

First Name

Last Name

### **Address: \***

Street Address

Street Address Line 2

City

State / Province

Postal / Zip Code

### **Phone Number: \***

Area Code

Phone Number

### **Email: \***

example@example.com

### **Type of Event: \***

**If other, please specify event type**

### **Date \***

Day Year

**Time of Event: \***

Until

Hour Minutes

Hour Minutes

**Set up Time: \***

Hour Minutes

**Cleanup Time: \***

Hour Minutes

**Number of Guest(s) Expected: \***

**Guests Under Age 21: \***

Yes

No

**Event Spaces**

- Lewis Apperson White Performance Hall
  1. Dinner setup with 60 inch round tables will accomodate 104 guest. If additional seating is needed, tables must be setup on the stage as well.
  2. Theatre style seating in rows will accomodate 175 people
- Gillie Frye Gallery
  1. Dinner setup with 60 inch round tables will accomodate 40 people
  2. Lecture style seating will accomodate 55
- The Sterling Cafe
  1. Includes the use of 12 cafe tables and 40 chairs
- J.D. Wilson Gallery
  1. Table and chair setup will accomodate 16 people
  2. Lecture style seating will accomodate 25 people
- Rehearsal Studio
  1. Lecture style seating will accomodate 45 people
- Imagination Lab
  1. Table and chair setup will accomodate 25 people

**GRAC Rentals Rules and Policies**

1. No decorations are permitted on the walls of the Lewis Apperson White Performance Hall. In other areas, decorations placed on the walls must use command strips or removeable painters tape.
2. All rentals must be concluded, including cleanup, by 11 PM. The facility will be clean, bathrooms stocked, and a GRAC staff member will be present for your event. An excessive cleaning fee of \$150 will be added to your total if the event space is not returned to its original condition.
3. The GRAC demands strict adherence to state laws regarding alcohol consumption. The renter must adhere to the following:

- Any and all liabilities arising from the consumption of alcoholic beverages or illegal narcotics/drugs

at the GRAC are the sole responsibility of the Renter. All Kentucky State Laws and Federal Laws must be adhered to at all times.

- Renters are required to have a licensed bartender or a GRAC staff member hired for the Event.
- No alcohol may be served unless food is also provided.
- Bar service must close at least 30 minutes prior to the end of the Event.
- The GRAC reserves the right to evict the Renter and/or their guests from the property or to close the bar at anytime during the event for fighting, destruction of property, disrespectful conduct to the staff or other guests, allowing minors to consume alcohol, or possession and/or consumption of a personal supply of alcohol, including private vehicles parked in the GRAC parking areas. The GRAC also reserves the right to withhold the Renter's security deposit should any of the above occur.

4. Cleanup - All trash and recycling must be removed from the building and placed in the receptacles in the parking lot. If the Renter set up the tables and chairs, they must be returned to their previous location. The area should be swept free of debris. Brooms and dust pans are available in the custodial closet between the bathrooms on the first floor. All decorations and outside rental equipment must be removed from the GRAC during cleanup. The kitchen must be returned to the state in which it was found. Rented linens and/or chair coverings should be removed from the tables and placed in a designated area.

## **Rental packages and information**

All rentals include the use of tables and chairs. There is an additional fee of \$1.00 per chair to have the GRAC staff set up tables and chairs for your event.

All day rentals are from 10 AM until 8 PM.

**Premium** Wedding package includes use of the Performance Hall, Frye Gallery, and green rooms on Friday/Saturday or Saturday/Sunday from 10 AM until 11 PM.

**Standard** Wedding package includes use of the Performance Hall and green rooms from 10 AM until 11 PM and 4 hours on the day prior to the event at a mutually agreed upon time.

**Basic** Wedding package includes use of the Performance Hall and green rooms from 10 AM until 11 PM on one day.

### **Wedding Packages**

Premium - \$2500

Standard - \$1500

Basic - \$1000

### **Lewis Apperson White Performance Hall**

Six hours- \$500

Three hours - \$250

### **Gillie Frye Gallery**

Six hours - \$400

Three hours - \$200

### **Sterling Cafe**

Six hours - \$400

Three hours - \$200

### **Imagination Lab**

Eight hours - \$300

Six hours - \$150

Three hours - \$75

**J.D. Wilson Gallery**

Eight hours - \$300

Six hours - \$150

Three hours - \$75

**Rehearsal Studio**

Eight hours- \$300

Six hours - \$150

Three hours - \$75

**Green Rooms**

Eight hours - \$100

Six hours - \$50

**Kitchen Rental - Caterer Rentals**

Eight hours - \$300

**Number of chair covers - \$2 each**

**Number of table cloths - \$5 each**

**Additional time for pickup/delivery or set up/cleanup outside of rental agreement**

Each hour

**Additional GRAC Staff Member \$100 - per hour**

**GRAC staff to set up table and chairs**

Yes

**Tables and Chairs set up cost**

Confirmation of the Agreement:

**Date of Signature:**

Month Day Year