



FUNCTION PLANNING GUIDE and CONTRACT

The mission of The Arts & Science Center is to provide opportunities for the practice, teaching, performance, enjoyment and understanding of the arts and sciences. Its first responsibility is to its programs. Rentals may in no way interfere with public hours and/or public visitation. With the limits imposed by Center programs, contents and availability, certain spaces within the facility may be rented as outlined in this guide and contract. Staff will make every effort to accommodate your needs. By signing this contract you are agreeing to abide by this contract and all regulations noted within.

To be completed by the requestor:

USER / GROUP NAME _____ PHONE: _____

ADDRESS: _____

CONTACT NAME (if other than User name): _____

ADDRESS: _____ PHONE: _____

TYPE FUNCTION: _____

DATE(S): _____

TIME OF FUNCTION: _____ AM/PM to _____ AM/PM

SET UP TIME: _____ AM/PM _____ AM/PM CLEAN UP TIME: _____ AM/PM- _____ AM/PM

TOTAL RENTAL TIME PERIOD (incl. Setup, function, clean up): _____

Note: A list of areas and equipment is attached to assist you in your selections. Fill in the name of the space/equipment to be used and the cost for each.

SPACE TO BE USED:

_____	\$ _____
_____	\$ _____
_____	\$ _____

EQUIPMENT NEEDED:

_____	\$ _____
_____	\$ _____
_____	\$ _____

Total Column A \$ _____

Carry the total on this page, **Column A**, to the Cost Sheet page of this contract.

GENERAL RULES

A staff member will serve as facilities coordinator and work with User in an attempt to provide a safe and enjoyable experience by the User, protect the interests of the Arts & Science Center facilities and programs and to determine that all parties involved adhere to terms of this contract.

1. The rent period is _____. User will be charged _____ per hour for each additional hour thereafter.
2. Alcoholic beverages may not be sold. The Center reserves the right to terminate the serving of alcoholic beverages at anytime.
3. Smoking in the facilities is prohibited.
4. No objects may be thrown inside the facility. Birdseed may be thrown in the parking lot only.
5. The alteration of the galleries (the moving of exhibit cases, artifacts, furniture, and/or sculptures) is not permitted. Alteration may be granted upon advance request and approval by the Director of Visual Arts or Director of Science.
6. Technical assistance must be requested no later than 2 weeks prior to User's event. Technical equipment requirements must be requested no later than 2 weeks prior to event.
7. Equipment/decorations provided by User must be removed by User after the event. User must notify the facilities coordinator of these arrangements. Arrangements must meet facilities coordinator's approval.
8. Public parking is available along Main St. and in the Center's two parking lots. Parking on the grass is prohibited. Handicapped parking is available.
9. No picking or disturbances of flowers, shrubs, etc. is permitted.
10. Construction and wall attachments are prohibited.
11. All Fire Exits, Aisle Ways, and Air Vents must be kept clear at all times. User should discuss entering exiting procedures prior to event.
12. User must pay for security at \$15.00 per hour for events taking place during non-regular business hours.
13. Technical personnel will be paid \$15.00 per hour by User.
14. Discounts are figured on a declining basis. Discounts do not apply to security and technical personnel.
15. The User is fully responsible for all loss or damage to the building, its contents and/or grounds. The presence of security personnel during an event does not in any way diminish User's responsibility to pay for damages.
16. Neither the Center nor the User shall be under any liability for failure to fulfill this contract due to acts or regulations of public authorities, civic tumult, strikes, catastrophes and/or epidemics.
17. User agrees to indemnify the Center and its staff members against all liability or damage suffered in connection with the use of the facility due to negligence of User or their representatives.
18. User must immediately notify the Center of any changes to the activities set forth in this contract.

EQUIPMENT/DECORATIONS PROVIDED BY USER:

Equipment/decorations must be removed by User the same day/night of event.

The Center has six - 60" round tables; nine - 8' rectangle tables; six - 6' rectangle tables, and 60 stacking chairs available for use (subject to availability).

DELIVERY and STORAGE

Any materials/equipment delivered to the Center will not be accepted unless prior arrangements have been made.

1. The Center will not accept any goods if any sum is to be paid to the carrier upon delivery.
2. Short term storage may be allowed subject to space availability. A separate written agreement and rental schedule will be required.
3. No storage of flammable or chemicals is allowed on Center property.
4. Trucks and buses will be parked in appropriate spaces. Vehicles are required to turn off engines while in the Loading Dock area.

FOOD:

Food and drinks are not allowed in the Catherine M. Bellamy Theatre, Theatre Stage, Kennedy Gallery, Alzheimer Gallery or Adventure Space Gallery.

1. Professional caterers must have on file with the Center a certificate of both workman's compensation and liability insurance.
2. Only safe heat or pure grain alcohol may be used for chafing dishes. Burning candles are allowed on the serving table and on outside tables.
3. Users are responsible for the preparations of food and clean-up of the facility. All trash must be removed from the building and deposited in trash bin located behind the Center (in the alley).
4. The Center does not rent dishes, silver, plates, glasses, flatware, decorations or linens.

Food Service Provider: _____

Arrival Time of Food Service Provider: _____

Center staff will, with prior arrangement and agreement, help with the set up of table arrangement.

TECHNICAL REQUIREMENTS:

Only qualified personnel are allowed to operate Center technical equipment i.e., sound, lighting, fly gallery. Staff reserves the right to determine number of personnel required to operate equipment. Arrangements for technical personnel will be made by staff. Technical personnel will be paid \$15.00 per hour.

For theatre events, all incendiaries, explosives, laser, strobes, smoke effects involving fluids and gases must meet fire and safety codes.

Technical assistance and equipment must be requested no later than 2 weeks prior to User's event. Staff will arrange a meeting for technical personnel to consult with User.

Technical needs including dates and estimated times _____

Deadline for submitting technical needs: DATE: _____

(Two weeks prior to your event)

SECURITY:

Only qualified personnel are allowed to serve as security. Staff reserves the right to determine number of personnel needed as security for the event. Arrangements will be made by staff. Security personnel will be paid \$15.00 per hour.

Security needs including dates and estimated times _____

MUSIC

Small musical ensembles are permitted inside the Center; music with very low or no amplification is allowed. Music outside the Center may be electronically amplified but must not be heard at distance of 50 feet from its source or in such manner as to annoy or disturb.

1. Music must cease at 10:00pm.
2. Dancing is allowed on the patio only.

INTERRUPTION or TERMINATION OF EVENT

The Center retains the right to interrupt, terminate any event in the interest of public safety.

Should it become necessary for the Center to exercise this right, the User may complete the event following restoration to normalcy without additional charge providing availability of the Center. If it is not possible to complete the event rental shall be forfeited, pro-rated, or adjusted at a rate mutually agreed upon by the facilities coordinator and User.

CONSTRUCTION:

Construction, except for theatre events, is prohibited. No wall or ceiling surface may have any item attached to it with glue, adhesive tape, screws, nails, tacks or staples. Scene painting will be allowed with prior approval in designated area and with the use of drop cloths.

LICENSES and FEES

User shall obtain and pay for all licenses and permits necessary to conduct event. The Center may require evidence of such licenses.

RECORDING AND CAMERA USAGE:

No violation of copyright laws will be allowed. The Center must have a record of approval granting recording privileges. Written and verbal credit must be given to the Center, i.e., "Recorded live at The Arts & Science Center, Pine Bluff, AR."

NO flash photography, video or audio recording is allowed without prior consent from the Center.

MARKETING:

User is responsible for all written and audio marketing of the event. If you are unfamiliar with **local** media the Center will provide a list of names. User is also responsible for all printed materials.

There is a brochure table located in the main lobby with limited space for placement of User's event information.

User may not imply in any way that the Center is the presenter or sponsor of User event. The Center's name and address may be used as location of event.

FEES, DEPOSITS AND PAYMENTS

This contract has been offered to User upon request for use of facilities. It must be signed and returned accompanied by the care and cleaning deposit, and a minimum payment of ½ of the total within two weeks after receipt. The balance is due before 5:00 pm of the last working day prior to event.

The Center will hold a requested date for two weeks. Reservation will be void unless contract, deposit and required minimum payment are received by the end of the two week period.

The rental of space does not include security or technical personnel. Payment for personnel is based on estimated number of hours and personnel needed for security and/or technical assistance.

An adjusted statement will be mailed following the event reflecting exact personnel time, added space or equipment rental and any applicable refund.

The care and cleaning deposit is charged at a rate of 20% of space and equipment rental (or a minimum of \$50).

A list of member and non-member rates is attached. Non-profit organizations receive a 40% discount.

Frequent users receive a 25% discount. Frequent use is described as three or more times within a calendar year. A contract for 3 uses must be signed in advance. If User cancels prior to third rental, a cancellation fee is charged. The fee is equal to discount received on previous rental(s).

An individual or group that rents three or more times in a calendar year but does not sign a frequent-use contract will receive a 25% discount on the third and subsequent rental(s).

COST SHEET

FEES:

ADJUSTMENTS/NOTES:

Space / Equipment \$ _____
(Column A Total from first page)

Discount: \$ _____ Type of Discount: _____

Estimated Security \$ _____
(\$15.00 / hr. per person)

Estimated Technical \$ _____
(\$15.00 / hr. per person)

Subtotal \$ _____

Cleaning Deposit: \$ _____ Date Rcvd: _____ Balance: \$ _____
(20% of Subtotal or a min of \$50)

Total Due: \$ _____

Payments Received: \$ _____ Date Rcvd: _____ Balance: \$ _____

Payments Received: \$ _____ Date Rcvd: _____ Balance: \$ _____

Payments Received: \$ _____ Date Rcvd: _____ Balance: \$ _____

Person(s) Responsible for Event _____ Date _____
Signature

Signature Date _____

Arts & Science Center, Facility Manager _____ Date _____
Signature

Arts & Science Center, Executive Director _____ Date _____
Signature

PRICING GUIDE

Area	Member	Non -Member	Non-Profit
Kitchen	\$75.00	\$100.00	\$60.00
Studio Classroom	\$75.00	\$100.00	\$60.00
Theater	\$450.00	\$550.00	\$330.00
Dressing Rooms	\$50.00	\$75.00	\$45.00
Galleries	\$250.00	\$300.00	\$180.00
Simmons Room	\$200.00	\$250.00	\$150.00
Piano	\$150.00	\$200.00	\$120.00
Orchestra Pit Cover <i>(Removal/Return)</i>	\$50.00	\$75.00	\$45.00
Rehearsal time	\$50.00/Hr	\$75.00/Hr	\$45.00/Hr
Fog Machine	\$50.00	\$75.00	\$45.00

FREQUENT USER CONTRACTS - (3 or more times per calendar year) User receives the frequent user discount on all rentals. A cancellation fee (equaling the frequent user discount received) will be charged in the event the renter does not use the facility more than two (2) times.

GROUP/INDIVIDUAL RENTALS - Groups or individuals renting the facility will receive the frequent user discount beginning with the third and subsequent rentals.

