

# **PETERSBURG REGIONAL ART CENTER**

## **Corporate, Public and Private Functions, Terms and Conditions**

Revised Nov 2011 atl

Petersburg Regional Art Center located at 132 N. Sycamore St., Petersburg, Virginia permits others to rent the gallery on the first floor for events under the following conditions:

### **Room Capacity - 525 people**

Up to 400 people will seat comfortably in the event space (banquet, reception, theater style). Please remember that your particular event setup (including size of stage, dance floor, props, etc.) will impact maximum capacities.

**RATES:** Contact Angie Long or Donna Jacobs for rates at **(804) 733-8200**. (Each rental includes one on-site staff person to handle site related questions only).

### **RENTAL AVAILABILITY:**

**Monday - Thursday** evening 2 pm - 11 pm

**Friday - Sunday** evening 2 pm - 11 pm

***Should anyone stay on the premises beyond event scheduled time, the rate shall increase by \$100 for each additional hour or any part thereof.***

### **FEES AND DEPOSITS**

Reservation Deposit - \$300 (non-refundable). The non-refundable deposit will be forfeited by client in case of cancellation at any time.

The remaining balance is due 14 days prior to event.

### **CANCELATIONS AND RESCHEDULE EVENTS**

If the event is...

\*Canceled, by no fault of the facility, then your deposit is non-refundable.

\*Canceled less the three months prior to your date, at no fault of the facility, no funds will be refunded.

\*Rescheduled more than six months prior to the original date, your deposit may be moved.

\*Rescheduled within three to six months prior to the original date, there will be a \$100 rescheduling fee.

\*Rescheduled less than three months prior to the original date, there will be a \$200 rescheduling fee.

\*Rescheduled less than a month prior to your original date, your payment is non-refundable or transferable.

\*\*\*\*Unless otherwise stated and agreed upon with the facility.

**Cleaning & Damage Deposit** - \$300 (refundable 30 days after event providing satisfactory inspection of the site after such event). **If an incident occurs that requires a 911 call your deposit will be forfeited.**

***Availability of any date is not guaranteed until a reservation deposit and signed contract has been received and accepted by facility Coordinator.***

#### **EQUIPMENT AVAILABLE**

We have 30 5ft. round tables, 1 4ft cake table, 10 6ft rectangular tables, 200 black folding chairs available for your event. The use of any in-house equipment is provided to accommodate up to 200 guests, any additional equipment needed you must rent. If you did not opt for our set-up and dismantle option the use of our tables and chairs must be stocked in the manner in which you found them, unless other arrangements have been made. ***Please DO NOT drag tables or chairs across the maple floor.***

#### **ENTERTAINMENT**

You may have a band or DJ. Please coordinate any electrical needs closely with Facility Coordinator.

#### **VIRGINIA ABC LICENSE**

We do require proof of a Virginia ABC license for all events serving alcohol.

## **PARKING, SET-UP & DELIVERIES**

There are 40 parking spaces and an entrance off Union Street. There are more parking lots off Union Street that may be used for evening events. If there is no event the day before yours you may set up then. If there is an event the evening before your event then you may start setting up the next morning at 10 am. All equipment must be removed from the event site immediately following each event unless prior arrangements have been arranged.

## **DECORATION & CLEAN UP**

Nothing may be attached to any walls or the stairwell without prior arrangements. Nothing (art) may be removed from the walls or site without prior approval. The client and caterer (if caterer used) are responsible for cleaning the rented area after event. All leftover food, garbage, personal property of every nature should be removed immediately at the end of the event (trash out back in provided containers). Areas left unclean or any damage to property may result in forfeiture of the entire refundable cleaning/damage deposit. If the area is cleaned to management's satisfaction, no damage is done, and all terms and conditions are followed, the cleaning/damage deposit will be refunded by mail within 30 days following the event. ***Pyrotechnics are not permitted in this facility.***

## **SMOKING**

This is a smoke free facility. Smoking is allowed outside during events, but no alcohol is allowed outside.

## **INTOXICATED PATRONS AND/OR UNACCEPTABLE BEHAVIOR**

Intoxicated individuals are subject to ejection from the event. Any person who creates a disturbance or endangers others shall be subject to ejection from the event.

## **ARTIST STUDIOS**

Artists studios will be open and your guest may wander the entire facility unless you do not want the studios open. Prior notification needed if studios are to be closed.

## **PUBLIC EVENTS**

Public events are events that sell tickets or events that are open to the public.

## **ADDITIONAL LICENSURE REQUIREMENTS (PUBLIC EVENTS ONLY)**

In addition to all the rules and regulations there is an additional requirement by the City of Petersburg's Commissioner of Revenue, Public Safety Office and The Virginia Alcoholic Beverage Control Office if you are to party past 11:00 PM and/or:

A) **Charge admissions.**

B) **Serve or sell Alcoholic Beverages**

C) **Retail Sales**

#### **INDEMNIFICATION (Public events only)**

Client agrees to indemnify fully against all claims, demands, injuries and damages, including attorney's fees and costs, resulting from any accident, injury, property damage or theft suffered by any employee or guest. You must have at least a \$500,000 insurance policy and name Petersburg Regional Art Center additionally insured under your policy. This policy must be submitted to the Facility Coordinator one month prior to the scheduled event. Failure to do so may result in decision to cancel event. Most insurance companies will offer you this additional one day event coverage for a nominal fee.

#### **PRIVATE EVENTS**

Private events are events like a wedding reception, invited guest only. No additional insurance needed.

#### **OUTSOURCING**

The Petersburg Regional Art Center is not responsible for any liability for outsourced assistance.

#### **FEES**

Non-refundable deposit

Reservation Deposit \$300.00\*

We are able to accommodate your number of guests up to 400. We now offer a sliding scale rate. For example:

- a) \$1,500.00 will include one \*onsite manager, all of the in-house supplies (in-house supplies hold up to 200 guests) with setup and dismantle.

c) \$1,200.00 will include one \*onsite manager, in-house supplies; the host will be responsible for all setup, breakdown and cleanup. Unless otherwise stated.

d) \$1000.00 secures the facility and one \*onsite manager. (this option allows you to furnish the reception through a rental company)

All public parties are \$1,500.00 and must have permits (please see Public Event sections above)

You may bring in your own caterer or we can provide one for you. The caterer(s) is responsible for all food cleanup and removal of food and nonfood debris. The caterer will be responsible for all health liabilities and hold the Petersburg Regional Art Center harmless of any liabilities that may occur on or off premises.

Decorations are the responsibility of the host and shall be removed by assigned parties for the host.

\*Onsite Manager's responsibility is to answer any questions or concerns as it relates to the facility and its liability.

## **FACILITY RENTAL CONTRACT**

**Revised Nov., 2011**

Please read all preceding documents carefully. Sign and return with non-refundable deposit to Petersburg Regional Art Center,

132 N Sycamore St, Petersburg, VA 23803

**Event Type:** \_\_\_\_\_

**Anticipated No. of Attendees:** \_\_\_\_\_

**Date of Event:** \_\_\_\_\_ **Set-up Time:** \_\_\_\_\_

**Start Time:** \_\_\_\_\_ **End Time:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City/State/Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Office:** \_\_\_\_\_ **Home:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

**Total due Fourteen days prior to event by 4PM:**

\_\_\_\_\_

I have read, understand and agree to abide by the aforementioned rental terms and conditions stated in the complete packet of the facility rental agreement. I the undersigned hereby personally guarantee performance of the terms and conditions contained.

\_\_\_\_\_

\_\_\_\_\_

**Signature**

**Date**

\_\_\_\_\_

**Facility Coordinator's Signature**