



Kirkland Art Center, 9 1/2 East Park Row, PO Box 213, Clinton, NY 13323
www.kacny.org 315-853-8871

Facility Use Agreement:

Only Current Members are allowed to rent facilities at the KAC

Renter Information:

Name: _____

Phone: _____

Address: _____

E-mail: _____

The terms of the rental agreement are as follows:

Date of intended use: _____

Rental times:

Set up _____ Event Start Time _____

Event End Time _____ Clean Up _____

Estimated number of attendees _____

Room to be used _____

(Exhibition Gallery, Dance Studio, Pottery Studio, Murray Studio, Private Artists' Studio, Next Gen Studio, or Conference Room?)

Type of Event Planned _____

How many tables are needed? _____ 4' x 4' _____ 2' x 6' _____ 2' x 8'

How many chairs? _____ Folding _____ Stacking

How many Pedestals? _____ Specify Dimensions

Other Requests _____

Description and Pricing of Available Rooms

(All prices are for NON-Instructional Use)

1. **Exhibition Gallery:** Our premier exhibition and performance space, featuring high ceilings, a platform “stage”, with optional piano. Exhibits change 8 – 10 times per year, with shows attracting artists from around the country, as well as an annual juried members’ shows.

Please Note: In an effort to serve our primary mission as a community arts organization, the Exhibition Gallery must remain open to the public during normal business hours. Rental of facility for private use does not change this policy. Art must not be removed, moved, or handled in any way by the renter or their attendees. Smoke machines, bubbles, space heaters or other products that alter the environmental conditions in the Gallery are not allowed. Balls, nerf guns, running or other activities that might endanger the art is also prohibited. The Licensee is responsible for any damage to artwork that occurs during the event.

2. **Dance Studio/Reception Area:** Located below the Gallery, the Dance Studio and adjacent reception area (with kitchenette) work well as food staging area and / or bar. If you are seeking to rent this space to instruct private classes, please see below for additional requirements and details.

Gallery or Dance Studio only;

\$200 / 3 hours
\$300 / 4 hours
\$400 / 5 hours
\$500 / 6 hours*

Gallery AND Next Gen or Dance Reception
area (Dance Studio NOT included):

\$275 / 3 hours
\$400 / 4 hours
\$525 / 5 hours
\$650 / 6 hours*

*Please inquire at office for rates over 6 hours

3. **R. Murray Studio:** Working studio space, large enough for several tables and chairs. This room could also serve as a venue for a small celebration or lecture.
4. **Next Gen Studio:** This space is an ideal room for smaller meetings or as a staging area for caterers working an event in the Gallery.

Dance Studio, Next Gen Studio, or R. Murray Studio;

\$150 / 3 hours
\$200 / 4 hours
\$250 / 5 hours
\$300 / 6 hours*

*Please inquire at office for rates over 6 hours

5. **Conference Room:** Set up with large tables. Suitable for meetings of up to 14 people.
6. **Pottery Studio:** A studio designed for the specific needs of ceramicists. Renters must demonstrate their competency with pottery materials and equipment to use this studio space.
7. **Private Artists’ Studio:** For a smaller gathering. This is a very casual space with limited natural light.
8. **Pottery and Private Art Studios;** Please inquire about pricing.

Caterer? YES / NO

If so Please include the caterer's information here

Name _____ Phone: _____

Alcohol: (Only with Licensed Caterer): Will alcohol be served? YES / NO

• **If YES, please note** that you or your business or organization cannot charge a ticket price for your event, ask for donations of any kind or sell alcohol you will serve to anyone including but not limited to your guests, staff or patrons of the KAC. Remember; **Alcohol cannot be served to minors**. Proof of alcohol license will need to be provided to the KAC prior to event date.

Entertainment? YES / NO

Company Name: _____ Phone: _____

Contact Name: _____ Phone (if different) _____

Deposit and Cancellation: A 50% deposit is due at booking and is **refundable up to one month prior** to the anticipated date of use. You may cancel two weeks prior to the contracted dates without incurring any additional costs. The entire contracted total will be billed to the Licensee if cancellation occurs within two weeks of the agreed upon date. The deposit is fully refundable if the KAC must cancel the contract for any reason. **Please Note: Your event date will NOT be reserved until the deposit is received.**

Final Payment: Renter will pay the KAC in full for the use of the facility(ies) TWO WEEKS prior to the event. The KAC representative shall verify that all charges are correct and consistent with this Agreement, noting any changes, and shall sign off on such payment. The Renter's right to use the facility(ies) are contingent upon payment of the facility usage fees.

Purpose of Use: The Renter will use the facility(ies) for the activity described in paragraph 2(e) and for no other purpose. The Renter will not use the facility(ies) for any fundraising activities unless approved by the KAC Executive Director and detailed in a separate memo outlining the purpose and audience for the fundraiser.

Right of Inspection/Entry: The KAC retains the right to enter and inspect all functions. Should KAC Staff or Board Members observe any illegal activity or activity that may result in harm to persons or objects, the KAC has the right to immediately cancel the event, in which case all of the Renter's guests and invitees must immediately vacate the facility. In such event, the Renter will remain liable for all fees, (charges) related to the function as per the terms of this Agreement.

Set Up & Clean Up: The KAC rents "bare space" and additional accessories such as tables and chairs. The Renter is responsible for all event planning, set up and clean up, including but not limited to removal of trash and recyclables. If the Renter fails to clean up after the event to the KAC's satisfaction, the Renter will be charged a \$100 cleaning fee. The Renter has a maximum of 30 minutes following the agreed upon rental time to exit the building.

Facility Use Rules. The Renter will comply will all governmental laws, ordinances, rules and regulations with respect to the use of the facility(ies). In addition, the Renter will abide by all of the KAC's current rules and regulations. (See Facility Use Rules, Attachment B.)

Miscellaneous:

One week prior to your event: Please visit the KAC office to receive general information regarding facility and closing procedure as well a key pad code for access through the front door and a key for the gallery (if that is the room rented). An evening/weekend contact number will also be given to you at that time.

If you require use of the **handicap access elevator**, please notify us so that we can give you instructions on how it should be used.

The piano is available for use at your event. Please let us know ahead of time so that we can be sure to make it accessible for you. (If it needs to be tuned for your event you are responsible for that fee, as we have it tuned twice a year.)

Non Transferable Agreement: The Renter may not assign or transfer this agreement, or any part thereof without the written consent of the KAC.

This written agreement is the only agreement recognized by the Kirkland Art Center. Any changes to this Agreement must be made in writing and signed by the authorized representative of the KAC and renter.

Payment (to be filled out by KAC Staff):

Room to be used: _____

Hours of Use: _____

Type of Event: _____

• Note: Additional costs may be incurred based on equipment rental, extended hours, house manger fees, etc., in accordance with the rates outlined in this agreement.

A 50% deposit of the anticipated total cost is due at booking and is refundable up to one month prior to the anticipated date of use. You may cancel up to two weeks prior to the contracted date without incurring any additional costs. By signing below, you have read the above agreement and will comply with the terms stated.

Renter's Signature: _____ **Date:** _____

KAC Representative _____ **Date:** _____

Deposit Amount: _____ Date: _____ KAC _____

Final Payment (Balance) _____ Date: _____ KAC _____

Other Expenses _____ Date: _____ KAC _____