

WILSON ARTS CENTER RENTAL SPECIAL EVENTS CONTRACT

Weddings, Parties, Dinners, Banquets, Dances, Ceremonies



About Us:

Wilson Arts is a 501(c)3 non-profit organization with the mission of improving quality of life for all citizens by being a hub for artistic experiences that enrich, educate, and entertain residents of Wilson County and beyond. Our primary focus is fulfilling this mission through our programming. Renting out our creative and modern facility helps support our programs for all ages, including ACT! for Youth, the Boykin Series, visual art exhibitions, adult and youth educational arts programming for all ages, grants to artists and arts organizations, and arts outreach to underserved populations.

EVENT INFORMATION:

Event Date: _____

Event Name: _____

Event Set-Up Time: _____

Event Time (for attendees): _____

When will you be done? (include clean up): _____

EVENT & CONTACT

Event Name: _____

Event Contact: _____

***This is the person we should call concerning event details and billing information. If this is an organization or business, please include job title and business/organization.**

Business Phone: _____

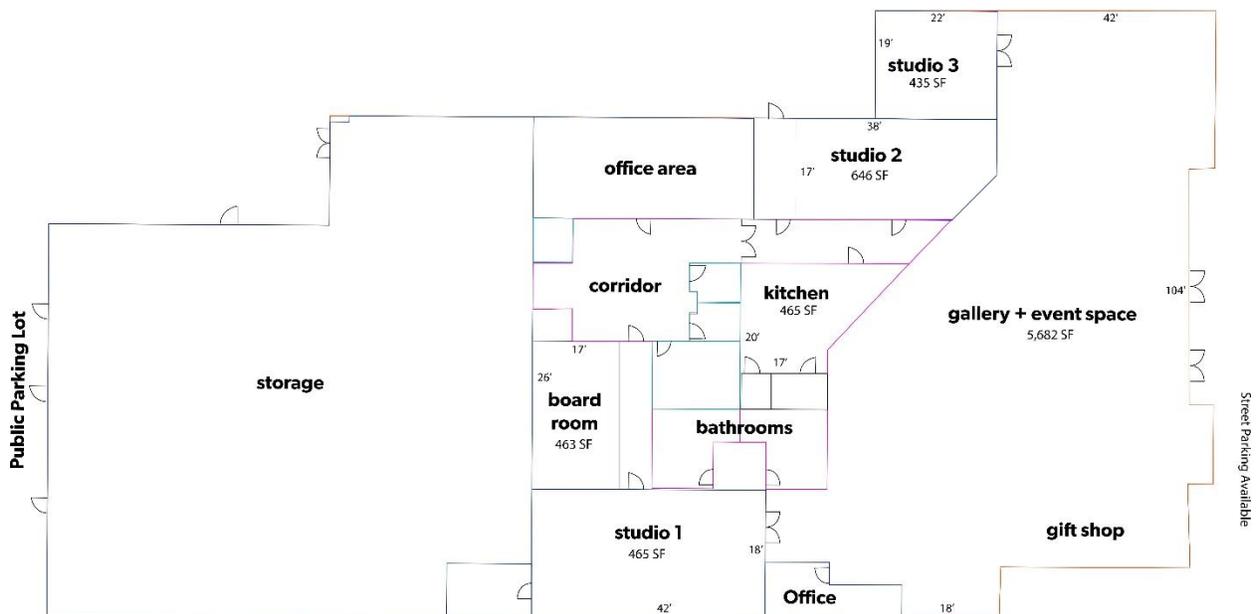
Mobile Phone: _____

Mailing Address: _____

City **State** **Zip**

E-mail: _____

(Please include a copy of valid ID (Driver's License, Passport, State ID) with contract.)



Due to fire code, a maximum occupancy of 325 people are allowed throughout the entire facility (including staff).

Kitchen and Catering:

You may choose your caterer or bring your own food. The kitchen has 3 refrigerators, but rentals only includes the use of 2 refrigerators. Caterers must submit a copy of their current county eating & drinking establishment license or equivalent and a certificate of insurance showing coverage for liability (property or bodily injury) prior to event. If they are new to the venue, it is encouraged that they visit beforehand. Two ranges, one microwave and one dishwasher are available. All appliances are residential grade. If you are in need of renting dishes or other serving utensils, please inquire.

Half Day (4 consecutive hours): \$500

Whole Day (8 consecutive hours): \$1,200

Final Payment

Final Payment is due ten full business days before the start of the event rental. If additional time is requested, payment will be immediately due at the time of the request. (It may not be possible to add additional time due to other scheduled events and activities.) If the event should not be completed at the time scheduled, overages will be due at the full rate (full hour increments only) for all rooms scheduled and will be due immediately. Failure to pay additional costs will result in loss of future rental privileges. Unused time will not be refunded.

Photos:

I/We approve event being photographed for Wilson Arts marketing purposes.

Yes ____ No, thank you ____

Is this event public or private? Circle: **Public** **Private**

If this event occurs within business hours (Tuesday-Saturday, 10 a.m. – 5 p.m.), is it okay for our facility to be open to the public during your event? Circle: **Yes** **No**

Approximately how many people will attend? (Either a specific number or a range.)

Describe all activities at your event:

(i.e. My event is a wedding reception where there will be eating, alcohol consumption, dancing, speakers, and a DJ.)

Damages:

I/We will be responsible for any and all damages to premises and items within. I/We will be responsible for stolen items that occur during event rental.

Renter must leave a credit card on file to be used in case there are damages following the event.

Name on Card: _____

Credit Card #: _____

Expiration Date: _____ CVC: _____

Billing Address: _____

Street

City

State

Zip

Eligibility:

Applications shall be made only by persons 21 years of age or older. Wilson Arts reserves the right to require the Renter to provide insurance for its events including insurance covering the Wilson Arts, the facility and the persons in attendance.

Insurance:

Some renters may be required to provide additional insurance. If the event is over 70% capacity for the Truist Event Gallery, includes dancing or other activities that may cause damage, and/or alcohol will be served, additional event insurance may be required by the renter. Is this insurance required?

Circle: **Yes** **No**

If event insurance is required, please make sure that it includes \$1 million general liability coverage and includes alcohol in the coverage if you have alcohol at your event. Please list our legal name The Arts Council of Wilson, Inc. on your paperwork (not Wilson Arts). Proof of insurance must be submitted 10 business days prior to the event start date. Insurance can be attained by any accredited private company.

Discounts:

Multi-room: A 10% discount is applied for multiple room rental.

Non-profit: A 10% discount is applied for legal non-profits. Proof of non-profit status will be required with rental contract.

Membership: Certain levels of membership at Wilson Arts receive a discount on rentals. The member *must* be the one paying for the rental and the membership must be current. Ask about becoming a member to receive the rental discount and other membership benefits. Memberships last for the calendar year. More information is available at www.wilsonarts.com/give.

*If you qualify for more than one discount, discount amounts will be added and applied to the total. (i.e. Non-profit members needing multi-room use will receive a 30% discount. 10% non-profit + 10% multi-room + 10% member).

Address:

204 Nash Street S, Wilson, NC 27893

Phone: (252) 291-4329

www.wilsonarts.com

Facebook @wilsonartsn

Instagram @wilsonartsn

Parking:

Public parking is available behind the facility, on the street and in surrounding area parking lots. Be sure to check most recent signage in these parking areas to avoid guests being towed or receiving a ticket.

Tables/Chairs:

Renters are welcome to use any tables and chairs that Wilson Arts has on hand. If renter requires use of tables and chairs that Wilson Arts does not have on hand, they will need to be rented at the renter’s expense. Wilson Arts has black table cloths for round and 6 ft. tables that may be used if desired. Borrowed items will be stacked and the renters will need to set up the room for their event. List below

if you are planning to use Wilson Arts tables, table cloths and chairs and exactly how many you need what specifically you need. Last minute requests may not be able to be accommodated.

If what you need is beyond what we have on hand, listed below is a company that you can rent tables and chairs from.

Advantage Rental | (252) 291-9600

Equipment:

Renters may inquire about using equipment. Be specific about what you need listing a specific quantity. There may be additional charges to rent equipment we have on hand. Last minute requests may not be able to be accommodated. (i.e. microphones, projector, screen, additional speakers, etc.)

If what you need is beyond what we have on hand, it may need to be rented or borrowed from elsewhere.

Decorations:

- DO NOT MOVE ARTWORK. Additional fees may apply if artwork must be moved to accommodate your event. Fees are based on the size and difficulty of moving the artwork.
- Decorations that hang, wrap or need to be attached to the building in any way need to be pre-approved and described on an attached piece of paper with description of how it will be attached. If approved by staff, all resulting holes will need to be patched and painted by the renter. Free standing decorations are acceptable.
- Existing furniture re-arranging must be pre-approved and described on an attached piece of paper. A blank floor plan is provided.
- All decorations & event supplies must be removed by the end of the event. If clean-up takes longer than expected, additional hourly charges (in full hour increments) will apply and will be due immediately.
- Artwork may or may not be important to your event. Our exhibits rotate and there is generally a week or so in between shows in which part or the entire gallery walls may be bare. Please plan accordingly. The moveable walls in the Truist Event Gallery can roll to accommodate the event, but there is still artwork around the perimeter on various walls. Exhibits are scheduled generally 1 – 2 years in advance and we may be able to give you a general idea of the artwork that will be displayed at that time, but we will not be able to give you an exact description of each piece. If you require that artwork be removed to accommodate your event and its decor, additional fees will apply and will be priced on the difficulty of moving that particular show in Wilson Arts' discretion.

Taxes:

Renters are responsible for paying applicable taxes on event tickets, admission, and any sale of items.

Publicity:

For public events, a draft of the flyer, graphic, or advertisement used must be pre-approved by our staff. Please allow for 3 business days for our staff to respond. E-mail a digital file to stephanie@wilsonarts.com

For public events with a Facebook event, please feel free to request @WilsonArts to be a co-host to help promote the event through our Wilson Arts network.

Explore Wilson:

If your event is for the general public, please list your event for free on our countywide community arts calendar at www.explorewilson.com

Prohibited Activities

The following shall be prohibited within or on the facility premises: 1) smoking 2) all illegal drugs or other controlled substances, 2) weapons of all kinds except for Law Enforcement Officers in the execution of their duties. 3) animals of any kind with the exception of those serving the needs of the physically challenged, 4) use of profanity, profane gestures and any unruly behavior detrimental to the normal operation of the facility or the safety of the public and employees, 5) and/or any other action deemed necessary by Wilson Arts or its designee, to protect the health and welfare of the public, employees or the facility.

If the event activities are not what is described here, all parties will be asked to vacate the premises with no refunds given.

Bubbles, confetti, sparklers, throwing rice, loose straw, and/or dirt that isn't pre-potted will not be allowed indoors.

If dancing is planned, stanchions may be required with a 5 ft. distance from artwork as a precaution to prevent damage to the artwork on display.

Set up and Clean Up

Set up of any kind cannot begin until the rental time begins as stated in this contract. Clean up must conclude within 2 hours of the end time specified in this contract or additional hourly fees will apply at \$150 per hour in one hour increments only.

Cancellations:

In the event of an emergency or weather closing, the entire fee will be applied toward the rescheduled date/time. If the event is canceled by the renter with more than 10 business days' notice, the deposit will be retained by Wilson Arts with no refunds. If the rental is cancelled by the renter within the 10 day period, no refunds will be given and the rental amount must be paid in full.

Contact:

Do you have questions about the space or the contents of these documents? Would you like a tour? Do you have questions about availability? Please contact:

Amy Wahl
Wilson Arts
(252) 291-4329 X 103
Amy@wilsonart.com

Liability Waiver:

Renter agrees to defend, indemnify and save harmless the Wilson Arts, its agents, officers, employees, contractors, and volunteers, each severally and separately, from and against any and all liabilities, demands, claims, damages, losses, costs and expenses of whatsoever kind or nature in connection with Renter’s license and use of the facilities, including, without limitation, any and all direct and indirect costs of defense, made against, or incurred or suffered by, any such indemnities as a direct or indirect consequence of injury, sickness, or disease, including death, to persons; injury to, or destruction of property, including without limitation, the loss or use of property, or any other cause of action whatsoever, arising out of, resulting from, or which would not have occurred or existed but for this license agreement. This indemnity shall include, without limitation, any and all liabilities, demands, claims, damages, losses, costs and expenses caused, or alleged, to have been caused by any negligence or any other act or omission of Renter or Renter’s employees, contractors, agents, officers or guest.

I understand and agree to the terms:

Renter Signature: _____ Date: _____

Wilson Arts Staff Signature: _____ Date: _____