

# Facility Rental Contract Back revised Feb. 2009

**Contract Information. Please initial on the lines at left to indicate you have read that paragraph.**

To Rent:

\_\_\_\_\_ Letter, fax, email, or phone to obtain information regarding availability for your date(s). Reservations must be made 90 days prior to the event with a 50% non-refundable deposit. Museum Members receive a 10% discount of Facility Rental fees not including catering. Business Member discounts are dependant on level of membership. Balance of fees must be paid two weeks prior to date of event. **CANCELLATION RESULTS IN FORFEITURE OF ALL DEPOSITS AND FEES.** Events that are catered will be catered by a caterer of the Museum's choosing. Any requests for outside caterers will be accepted and reviewed by the Museum. Any outside caterer interested in catering an event at the Museum must submit a Request for Pricing and a Outside Caterer Application before being reviewed by the Museum. Two weeks prior to the event an event Contact will meet with a Facility Rental Associate to discuss arrangements for loading, set-up, security, and any other necessary details. All non profit organizations receive a 30% discount with documented proof of non-profit status. Note: There will be additional fees charged for time running over scheduled hours.

\_\_\_\_\_ Definition of Events Space: The West Valley Art Museum Facility Rental brochure states that the entire Museum can be made available to your guests for viewing the exhibits. This means that access to the rest of the Museum is only for that purpose. Any chair set up for other parts of your program in any other room than the one designated or tables for serving food incurs the charges for that extra room. For example, if you have rented the Café for serving and you decide to show slides in the Cultural Center, you must pay the fee for the Cultural Center as well as the fee for the Café. Viewing the art in the rest of the Museum requires yet another fee. Please remember that drinks cannot be carried around the Museum, nor can food. West Valley Art Museum's contract for special events requires the following: Public access to the galleries cannot be restricted during normal hours of museum operation 10AM to 4PM Tuesday through Sunday unless special arrangements are made. Otherwise, all set-ups, sound checks, light checks in public areas must take place between 4 and 5 pm or before opening at 10 am. Morning events must be over and cleared from the room by 10AM. The WVAM provides some but not all set-up or tear-down services. Arizona Liquor Board limits the consumption of beverages to the Café and Hoover Cultural Center. It is helpful to provide a floor plan of the arrangement you desire by obtaining a diagram from the Office at the Museum (if not already included in this packet), and drawing the layout of tables and chairs on the diagram. OPEN FLAMES ARE PROHIBITED.

\_\_\_\_\_ SPECIAL NOTE FOR WEDDINGS REGARDING PHOTOGRAPHS: Please have the photographer for your wedding consult with the Museum staff two weeks prior to the event. This is a requirement in order to have permission to take photos. No one else may take pictures in the galleries except in designated areas.

\_\_\_\_\_ SMOKING IS NOT PERMITTED IN THE BUILDING. At no time are candles or balloons allowed indoors as decorations. NOR can fog machines be brought in.

\_\_\_\_\_ Balloons and confetti are NOT ALLOWED.

\_\_\_\_\_ No live plants in pots are allowed. Cut flowers in vases may be used but MUST BE REMOVED from the Museum at the end of the event.

\_\_\_\_\_ Unless specifically approved in advance in writing, the terms " West Valley Art Museum" or any variant thereof will not be used by the lessee in any literature, press release, invitation or other material in connection with the event, except with the sole purpose of designating the location of the event. This means renters may NOT use the Museum logo or building photos in any of their mailings or advertising.

\_\_\_\_\_ The use of non-Museum video equipment, cameras, and other recording devices is prohibited without prior consent. Renters will be held liable for damages to any Museum equipment used during facility rental. Equipment must be arranged for in advance at the time of reservation. No equipment will be assigned the day of the event. The Museum's Executive Director must approve any special requirements. WVAM RESERVES THE RIGHT TO REFUSE ANY EVENT. For the safety and security of the guests and the building, please inform your guests that they can only have access to the areas designated for use during your event. Use of confetti at any event is prohibited. Any deviation from the above rules and regulations will result in additional costs to your organization, to be determined by the Museum's Executive Director. The Museum reserves the right to amend these Contract Terms and Conditions. Please remember that this is a Museum not a banquet or party hall. After-hours special events are merely an extension of the normal Museum hours. The art installed in the galleries is precious and is kept under strict environmental conditions. **No adjustments to those conditions, temperature, humidity, etc., can be made.** The work cannot be moved or removed. No one is permitted to touch the work on display. Your organization is responsible for the conduct of your members. Please write rental dates on the memo line of your check. Signing on the front of this document indicates you have read and understood these restrictions.

\_\_\_\_\_ **All cash bars WILL CLOSE ONE HOUR BEFORE THE END OF YOUR EVENT.**



17420 N. Avenue of the Arts  
Surprise, AZ 85374  
623/972-0635

## Contact Information

Name or group \_\_\_\_\_ Today's Date \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Contact Person \_\_\_\_\_ Business Phone \_\_\_\_\_  
 Email Address \_\_\_\_\_ Fax \_\_\_\_\_

## Facility Usage Information

Date of Event \_\_\_\_\_ Start time \_\_\_\_\_ End \_\_\_\_\_  
 Catered? \_\_\_yes\_\_\_no Entrtnmt?\_\_\_yes\_\_\_no Security\_1\_NC 2 (\$100) Number att \_\_\_\_\_  
 Room(s) to be rented: circle Jensen Wing Hoover Cultural Center Café Patio

## Rental Fees

In order to ensure the Museum is available for use on the above requested days. A completed Facility Rental Contract must be accompanied by a non-refundable 50% deposit of the total fees along with a valid credit card number. If writing a check, please write the date of your event in the "memo" line. The Museum reserves the right to reschedule your event up to 90 days prior to the scheduled event if the date conflicts with Museum Program schedules.

Credit Card Number _____	Room rent _____
Exp. Date _____ Security Code _____	Non-profit discount _____
Zip Code _____	Fee # _____
	Extra fees _____
	Net Room Rent _____
	50% non-refundable deposit _____
Note: Please see the back of this sheet for Contract Outline and Equipment Needs.	Date Balance Due _____
	Amount deducted from credit card _____
	Total _____

I have read the conditions on the front and back of this contract and understand that as a representative for the above Group I am agreeing that we will be responsible for any and all damages to the West Valley Art Museum building and its contents during our scheduled event.

**Agreed to:**

**Accepted:**

Signature	Date	West Valley Art Museum	Date
		<b>Circle Choices</b>	
# of Chairs _____	<u>Linen charge is \$6 per table</u>	Piano: (see fee)	Yes No
Tables _____	Microphone Needed? Yes No	Tape Deck:	Yes No
Card _____	Mircophone Set-Up: Wired Remote	CD Player:	Yes No
5 ft long _____	# of Microphones Needed: 1 2	Video Player:	Yes No
6 ft long _____		Overhead Projector:	Yes No
8 ft long _____		Digital Projector: (see fee)	Yes No
4 ft round _____	Headset: Yes No	Dry Erase Board:	Yes No
5 ft round _____	Lapel: Yes No	Paper Presentation Board:	Yes No
Podium _____	Hand Held Remote: Yes No	Use of Reception Desk:	Yes No
	Trash Cans: 1 2 3 4 5 6	Flat Screen TV (\$50)	Yes No

Digital Projector - \$100 (\$400 returnable deposit), Easels, Music stands - \$1 each, Stage \$50, Piano tune- \$60