

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 that aims to improve all citizens' quality of life 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: _____

We do not offer set up or break down of tables and chairs

Event Set-up time: _____

Event Break-down time (include clean up): _____

EVENT & CONTACT

Event Contact: _____

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

Business Phone: _____

Mobile Phone: _____

Mailing Address: _____

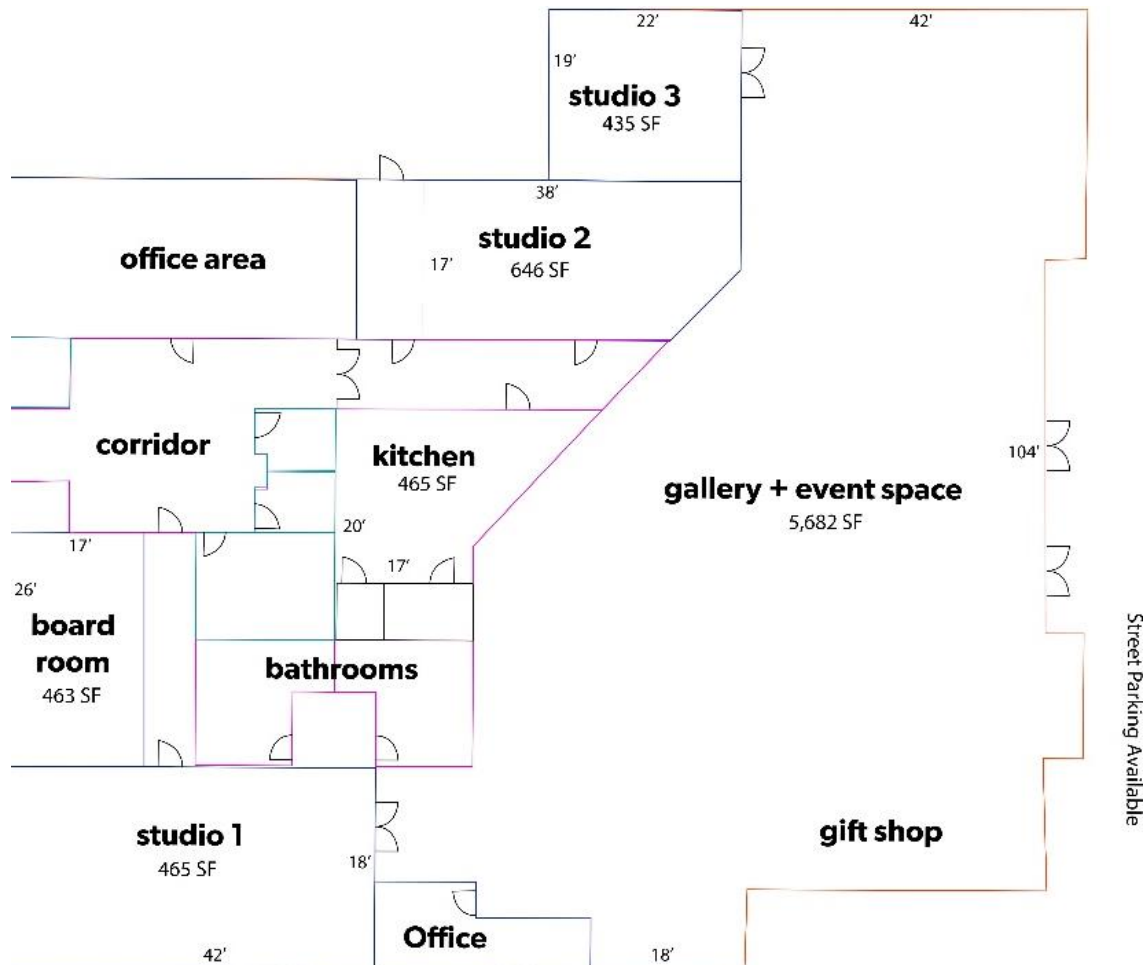
City

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).

Whole Day (8 consecutive hours): \$1,200 Half Day (4 consecutive hours): \$500

Includes: Truist Event Gallery, Kitchen Access, Studio Access (choice of Studio 1 or 2).

Please select one: Studio 1 Studio 2

Extra Hours (This would be if you needed an extra one our blocks beyond 4 or 8 hours): \$150 per hour

Dance Floor Rental:

The Wilson Arts Center has an 18' x 18' dance floor available for rent for a flat fee of \$300. The dance floor comes in 3'x3' tiles and is white in color and can be smaller if needed. This fee includes the set-up of the dance floor, cleaning of the dance floor, and break-down of the dance floor after the event.

Do you need a dance floor for your event? Yes No

Stage Rental:

The Wilson Arts Center has a 16' x 16' stage with speaker wings available for rent. The pieces come in 18 4'x4' pieces, therefore, a smaller stage can be assembled if needed. The stage has an adjustable height between 16" and 28". Guardrails and steps are included. The total cost to rent the entire stage is a flat fee of \$630 or if a smaller stage is desired, then \$35 per 4'x4' platform. This includes set up and breakdown.

Do you need a stage for your event? Yes No

If yes, what size?

Will your event have alcohol consumption? Circle: Yes No

If yes, a permit is required by the request of the Venue Manager, from the ABC Commission and a copy must be provided to our staff 10 days before the event with the original posted at the event. Visit <https://abc.nc.gov/Permit/SpecialPermits> for more information or call the ABC Commission at (919) 779-0700. A community table with alcohol is prohibited. Bartenders are encouraged.

Security:

Depending on the type of event, off duty, police officers may be required to be present. If so, the renter may contact the Wilson Police Department at (252) 399-2323. Rentals that are expecting 200 people or more AND involve alcohol will be required to hire off-duty police officers. The names of the off-duty police offer working the event will be required from the renter within **10 full business days of the event.**

Kitchen and Catering:

You may choose your caterer or bring your own food. **The kitchen has 3 refrigerators, but rentals only include the use of 1 refrigerator.** 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.

Outside Vendors

All 3rd party activities and/or entertainment must provide proof of insurance. Deliveries can only be made to the facility prior to the event with the permission of the manager. Wilson Arts is not responsible for the storage items should they go missing or are damaged. Wilson Arts reserve the right to reject any vendor with whom we have had a previous negative experience.

Deposit:

A deposit of 25% of the total with a completed contract is required to hold the space, date, and time and is non-refundable. Credit cards, checks, or cash are acceptable forms of payment. The deposit is applied towards the total payment due.

Final Payment

Final Payment is due **ten full business days** before the start of the event rental this is non-negotiable. If the final payment is not made by the agreed-upon date, the rental will be canceled, and the deposit **will not** be refunded.

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 is not completed at the scheduled time, overages will be due at the full rate (full-hour increments only)** Failure to pay additional costs will result in the loss of future rental privileges. Unused time will not be refunded.

What do I get for my rental?

- A clean space – furniture in its normal locations, tidy with items in their appropriate normal locations.
- A staff person on-site during the entire rental time will let you into the space and close up after you leave, answer questions, and resolve any issues.
- Wi-Fi will be available for renters and their guests.
- **Music:** Renters may connect to our Truist Event Gallery sound system if renting that space for no additional fee. Please bring a phone or laptop to plug into the sound system via a headphone jack or lightning cable (for iPhones).
music that is too loud or disturbing to our neighbors may be required to lower the volume. If music has explicit content, the rental may be required to be closed to the public.

- **1 Wireless Microphone:** connected to the sound system in the gallery additional microphones may be added for an additional fee.

Cleaning: a cleaning fee of \$100 will be added to the cost of the rental this includes:

- All trash is taken to exterior dumpsters.
- All surfaces wiped clean.
- Rented area(s) swept/vacuumed clean.

If cleaning support is needed throughout the event, please indicate that at the time of contract and an additional fee will be assessed at \$15 per hour, this includes:

- Clearing tables of trash
- Handling Spills
- Taking out trash
- Monitoring Bathrooms

Is cleaning support needed during the event? Yes No

Insurance:

If the event is over 70% capacity for the Truest Event Gallery, includes dancing or other activities that may cause damage, and/or alcohol will be served, additional event insurance is required by the renter.

is event insurance required 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.

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 will have 20, 6ft round tables to use for their event as well as 8, 6ft rectangular tables. If a renter requires the use of tables and chairs that Wilson Arts does not have on hand, they will need to be rented at the renter’s expense.

It is the responsibility of the renter to return borrowed items to the storage space before the rental end time listed on the contract.

Please list below if you are planning to use Wilson Arts tables, and chairs and exactly how many 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 where you can rent tables and chairs.

Advantage Rental | (252) 291-9600

Equipment:

Renters may inquire about additional equipment. **There may be additional charges to rent equipment** we have on hand. Last-minute requests may not be able to be accommodated. (i.e. additional microphones, projector, screen, additional speakers, etc.)

For additional equipment requests and quote, please contact:

Shaun Braswell
919-262-8060
Shaun@wilsonarts.com

Decorations:

- **DO NOT MOVE ARTWORK.** The renter will be liable for any damages to the artwork sustained during their rental. 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 the description of how it will be attached. If approved by staff. Free-standing decorations are acceptable.
- **No open flames are allowed in the building, candles must be battery operated.**
- Existing furniture re-arranging must be pre-approved and described on an attached piece of paper and **approved by staff 10 days prior to the rental.** 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. **THE ARTWORK CANNOT BE REMOVED.**

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:

- Smoking
- All illegal drugs or other controlled substances
- Weapons of all kinds except for Law Enforcement Officers in the execution of their duties
- Animals of any kind except for those serving the needs of the physically challenged
- 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 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.

Set up and Clean Up

Set-up of any kind cannot begin until the rental start time stated on this contract. Clean-up must conclude and take place within the 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 canceled 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@wilsonarts.com

Discounts:

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

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

Event Cost Total:

	Rental Fee	How many hours?	Total
Truist Event Gallery and Studio Space	Half Day (4 consecutive hours): \$500 Whole Day (8 consecutive hours): \$1,200		
Dance Floor Rental	Flat Fee: \$300		
Stage Rental	a flat fee of \$630 or if a smaller stage is desired, then \$35 per 4'x4' platform		
Equipment	* Quote provided by Shaun Braswell		
Cleaning	\$100 Cleaning Fee		
Extra Hours	\$150 For extra 1-hour blocks.		
Discounts			
TOTAL			

Deposit Amount: _____

Final Payment Amount: _____ Date of Final Payment: _____

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: _____

Office Managers Signature: _____ Date: _____