



HAMMOND GALLERY: EDNA BOYKIN CULTURAL CENTER

Small Weddings, Parties, Dinners, Banquets, Events

Venue Name & Address: Edna Boykin Cultural Center 108 Nash Street NE Wilson, NC 27893	Managing Organization: Wilson Arts 204 Nash Street S Wilson, NC 27893
---	---

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. The Edna Boykin Cultural Center is managed by Wilson Arts but governed and owned by the City of Wilson.

Event Information:

Event Date: _____

Event Name: _____

Event Set-up Time: _____

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

*Set-up cannot begin until this time.

Event Break-Down Time (include clean up): _____

What kind of activities will be taking place at your event?
(Example: birthday party with food, alcohol, and mingling):

How many people will you be expecting? _____

*Capacity: 70 people seated, 150 standing



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.)

Space Rental Fees:

- **Weekend Rate: \$75** per hour (Friday, Saturday, Sunday) with a three-hour minimum.
- **Weekday Rate: \$50** per hour (Monday, Tuesday, Wednesday, Thursday) with a three-hour minimum.

Date Range Renting:	Total Cost:
Hourly Rate x Base Rental Cost	
Load-Out Cleaning Fee:	\$100
Additional Needs:	
Base Rental Cost:	

Space Capacity:

The Hammond Gallery has a maximum occupancy of 140 people. Depending on the seating arrangement, it can accommodate up to 70 seated individuals. The room dimensions are approximately 44’ x 32’.

Outside Vendors

- All 3rd party activities and/or entertainment must provide proof of insurance. (Catering companies, professional entertaining groups, DJs, and other businesses you may be hiring.)



- The organization reserves the right to reject any vendor with whom there has been a previous negative experience.
- List all vendors here or attach an additional sheet if necessary.

1.
2.
3.
4.
5.

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 paid towards the total payment due.

Final Payment:

Final payment is due two weeks before the date 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.

Additional Time:

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 with furniture in its normal locations.
- A staff person on-site during the entire rental time that will let you into the space and close up after you leave, answer questions and resolve any issues.
- Wi-Fi is available for use. For details, connect with Wilson Arts staff to obtain a username and password. The City of Wilson has free Wi-Fi throughout downtown that is available for use as well.



- At the discretion of our staff assessing risk factors concerning your event, you may be required to provide security to work your event.
- Renter must provide names of security personnel working the event within two weeks of the event.

Will you have to provide security? Circle Yes or No

Name 1: _____

Name 2: _____

We use the Wilson Police Department. You may contact them at (252) 399-2323 for inquiries.

Kitchen and Catering

The rental includes concessions which have a standard refrigerator, stove, and dishwasher. All appliances are residential grade.

Special Event Insurance:

- Submit a Certificate of Insurance (COI) two weeks before the event start date.
- Ensure it includes \$1 million in general liability coverage (per occurrence) with a \$2 million aggregate.
- COI must include primary and non-contributory language.
- Include liquor legal liability coverage if alcohol will be present at the event (beer, wine, liquor, etc.). Coverage must be for at least \$1 million. Host liquor liability coverage will not be accepted.
- List legal names: The Arts Council of Wilson, Inc., 204 Nash Street S, Wilson, NC 27893, and the City of Wilson, PO Box 10, Wilson, NC 27893 as additionally insured.
- Insurance can be obtained from any accredited private company.

Parking:

- The Edna Boykin Cultural Center does not have a parking lot.
- Be mindful of area signage regarding parking.
- Wilson Arts is not responsible for towing fees or parking tickets.
- Parking map is on the City of Wilson Website for Historic Downtown Wilson. [Lots, Locations and Costs | Wilson, NC \(wilsonnc.org\)](#)
- We recommend on-street parking and directing audiences to park at the parking deck near the YMCA (Lot 8 on the map in the link.)



Accommodations:

You are welcome to refer to our accessibility webpage as a resource when planning for accessibility. Visit www.wilsonarts.com/accessibility. The renter will be responsible for communications regarding accommodations and for any associated expenses.

Tables/Chairs:

- Borrowing from Wilson Arts:
 - Specify the number of tables and chairs needed and what kind. We have 6 ft. rectangular tables and black plastic chairs with silver legs.
 - Last-minute requests may not be accommodated.
 - Tables and chairs must be set up by the renter.
- Beyond Availability:
 - If your needs exceed what we have, consider renting from the listed company below.

Advantage Rental | (252) 291-9600

General Information:

- Storage of costumes, props, equipment, etc. will only be permitted during the rental period. Wilson Arts and/or its staff will not be held responsible for damage to stored items. Property left beyond rental dates is subject to a storage fee.
- The use of stage-grade glow-tape and spike tape is permitted on the stage floor or marley dance floor. Duct tape, masking tape, or stickers is not permitted. All tape should be removed upon load out.
- Artwork Precautions:
 - DO NOT MOVE ARTWORK.
 - Renter is liable for any damages to artwork and theft during rental.
- Approval for Hanging Decorations:
 - Decorations that hang, wrap, or attach to the building must be re-approved.
 - Provide a description and attachment method details on an additional sheet of paper.
- Free-Standing Decorations:
 - Free-standing decorations are acceptable.
- Flame Policy:
 - No open flames or pyrotechnics allowed.
 - No flammable liquids such as gas or other hazardous materials.
- Audio playback is available in the lobby by hooking up to the receiver in the Box Office.
- Smoke Alarm Caution:



- Avoid anything that may trigger smoke alarms or cause them to go off, including fog and haze.
- All children must be always supervised in the building. It is the responsibility of the renter to ensure that no children are left unattended.
- Wi-Fi is available for use. For details, connect with Wilson Arts staff to obtain username and password. City of Wilson has free Wi-Fi throughout downtown that is available for use as well.

Taxes:

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

Publicity:

- **Pre-Approval for Event Materials:**
 - For public events, pre-approval of flyers, graphics, or advertisements is required.
 - Send a digital file to stephanie@wilsonarts.com
 - Allow three business days for staff response.
 - The only acceptable names to use for the venue in marketing are either **the Edna Boykin Cultural Center** or **Boykin Center**.
- **Community Calendar**
 - List general public events for free on the countywide community arts calendar: www.comeseewilson.com
- **Facebook Events:**
 - Add @EdnaBoykinCulturalCenter and @HistoricDowntownWilson as co-hosts for additional publicity.
- **Facebook Posts:**
 - Tag @EdnaBoykinCulturalCenter for posts to be added to Stories.
- **Instagram Posts:**
 - Tag @EdnaBoykinCulturalCenter for posts to be added to Stories.

Prohibited Activities:

Prohibited on premises:

- Smoking
- Illegal drugs or controlled substances
- Weapons (except for Law Enforcement Officers)
- Animals (except service animals)
- Unruly behavior, or actions deemed necessary for safety and comfort of others



Cancellations:

Emergency or weather closing:

- Rental fee will be applied towards the rescheduled date/time

Renter cancellation:

- More than 2 weeks/10 business days' notice: Deposit retained, no refunds
- Within 2 weeks/10 business days: No refunds, full rental amount retained by the venue

Contact:

For space-related inquiries, document contents, a tour, or availability, please contact:

Amy Wahl

Office Manager, Wilson Arts

(252) 2901-4329 x103

amy@wilsonarts.com

Discounts:

- Non-Profit Discount:
 - 10% discount for legal non-profits.
 - Proof of non-profit status is required with the rental contract.
- Membership Discount:
 - Certain membership levels at Wilson Arts qualify for rental discounts.
 - Member must be the payer/event contact, and the membership must be current.
 - Explore membership benefits and discounts at www.wilsonarts.com/membership

*Note: If eligible for multiple discounts, percentages will be added together and applied to the total.

Responsibility/Indemnity/Damages/Destruction

The renter shall be liable for all damages to the facility equipment, appliances, or artwork during the rental period, and agrees to pay for all repairs. This includes any damages to technical equipment if operated by persons other than those authorized by Wilson Arts. If the facilities are destroyed or damaged by fire or any other cause or unforeseen occurrence that shall make the fulfillment of the contractual agreement impossible, then this rental contract will be terminated immediately. The renter waives all rights to any claims against Wilson Arts and will be prohibited from any further rentals or use of any Wilson Arts facilities. The conduct



of all program participants and spectators while on the property at the facility will be the sole responsibility of the renter. The renter accepts all responsibility for any injuries to person(s), property, loss of life, damage to property, or theft of personal property or artistic content on the premises during the rental period or resulting from the rental period. Failure by any individual or group to follow all rules and regulations will be cause for eviction. Wilson Arts reserves the right to evict objectionable persons from the premises. Violations will result in the denial of future reservation requests. Renter shall release, indemnify, keep, and save harmless, Arts Council of Wilson, Inc. (Wilson Arts), its agents, officers, or employees from any responsibility or liability for any damages or injury of any kind or nature including death to all persons, whether agents or employees of the renter or persons attending the events for which the premises have been leased, and to all property damage proximately caused by, incident to, resulting from, arising out of, or occurring in connections with the use by the renter on the premises. The provisions of this section shall include any losses, damages, injuries, settlements, judgments, decrees, awards, fines, penalties, claims, costs, and expenses, including reasonable attorney's fees. Wilson Arts Board of Directors reserves the right to deny any rental that they feel is inappropriate.

Credit Card Information on File for Damages:

Name on Card: _____

Credit Card #: _____

Expiration Date: _____ CVC: _____

Billing Address: _____

Street Address

City

Zip

I understand and agree to the terms:

Renter Signature _____

Date: _____

Wilson Arts Signatures

Office Manager _____

Date: _____

Theater Arts Coordinator _____

Date: _____



Deadlines & Checklist

Due Immediately : Date Completed _____

- Contract is completed** to the best of your ability.
- Deposit paid** to secure dates and times.
- Copy of driver's license and state ID submitted.**
- Tax ID** letter submitted if you are a nonprofit.

Due 1 month before start date: Deadline date: _____

- Contract is completed fully.

Due 2 weeks before start date: Deadline date: _____

- Provide names of security personnel.**
- Certificate of Insurance(s)** submitted from the organization and vendors used.
- If serving alcohol: **Copy of ABC permit** submitted.
- All **additional equipment/fixture requests** in.
- Final payment due.** Last chance to cancel.