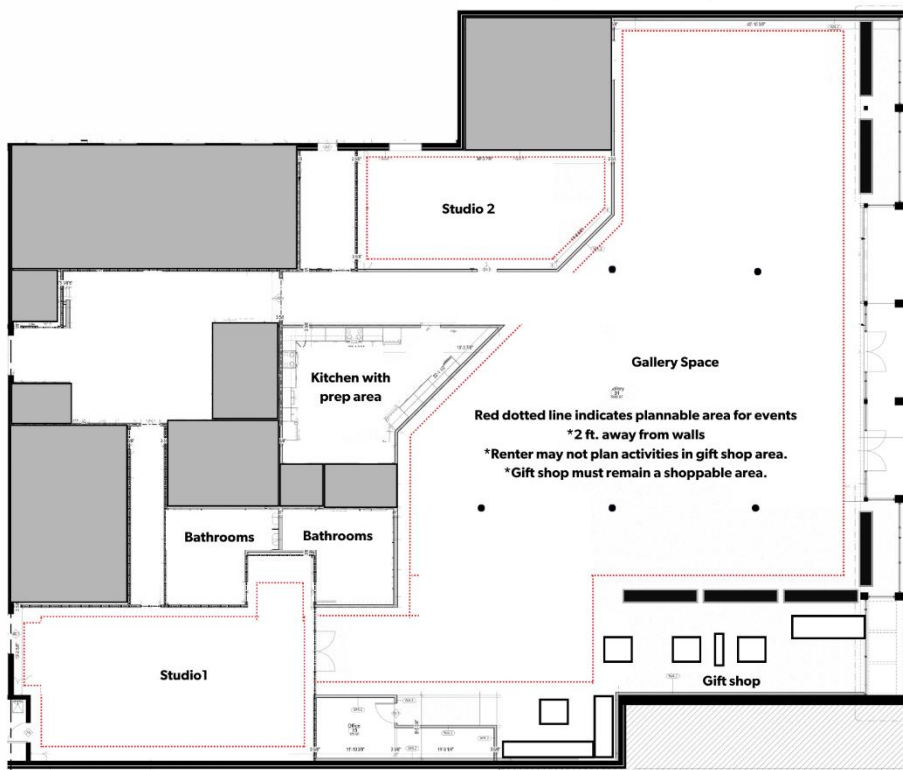




WILSON ARTS CENTER SPECIAL EVENTS CONTRACT APPLICATION (SUBJECT TO APPROVAL)

Weddings, Parties, Dinners, Banquets, Dances, Ceremonies

Venue Name & Address: Wilson Arts Center 204 Nash Street S Wilson, NC 27893	Managing Organization: Wilson Arts 204 Nash Street S Wilson, NC 27893
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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.

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 who will let you into the space and close after you leave, answer questions, and resolve any issues.
- **Wi-Fi** will be available for renters and their guests. Please let us know in advance if using the internet will be a big component of your event.
- **Music:** Renters have the option to patch in with our sound system. To do this, simply bring along a phone or laptop that can be connected to the Behringer Henyx Q1204USB Mixer using either a headphone jack or a lightning cable (specifically for iPhones). Alternatively, we can play a Spotify playlist from a computer. Additionally, please be aware that our speakers are in mono, not stereo. DJs are advised to bring their own equipment.
- **Use of Studio 1, Kitchen, Truist Event Gallery.** If you'd like to use Studio 2 or the Conference Room, additional charges will apply.
- **One wireless microphone** is provided, connected to the gallery's sound system. Additional microphones can be added for an additional fee. Additional equipment that we may have on hand is priced through Theater Arts Coordinator.
- **Use of available tables, chairs, and tablecloths.** *Renters are responsible for setting up and breaking down.

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):



Is your event public or private?

If your event overlaps with our hours of operation, should we close to the public starting at what time? _____

*Hours of Operation: Tuesday – Saturday, 10 a.m. – 5 p.m. \$50 per hour that we have to close to the public.

How many people will you be expecting? _____

*Due to fire code, a maximum occupancy of 325 people is allowed throughout the entire facility (including staff, volunteers, caterers, etc.)

Event Contact:

Event Contact Name:

*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 name. Any changes to the contract must be requested by this person.

Business Phone:

Mailing Address:

City, State, Zip:

E-mail:

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

Day-of Contact Name:

*This is the person who will be on-site the day of the event that our staff can coordinate with.

Day-Of Contact Phone:



Space Rental Fees: Select one.

Whole Day (8 consecutive hours): \$1,650

Half Day (4 consecutive hours): \$900

Extra Hours (beyond blocks of 4 or 8 hours): **\$150 per hour**

Closed to the public fee (for each hour closed during regular hours of operation): **\$50 per hour**

Cleaning:

If additional cleaning support is needed *during* the event, notify us at least one month in advance and we can schedule someone for you at \$20 per hour per person. This does not include putting away tables and chairs.

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 or ten full business days before the event rental start date. If it is not received on time, there will be a \$75 late fee and we will refuse access to the facility and have the right to book another event. 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 immediately at the full rate (full-hour increments only). Failure to pay additional costs will result in the loss of future rental privileges.

Changes:

- Unused time will not be refunded.
- Additional time and equipment above what is listed in this document must be requested and approved. If these requests are made in the final month before the event there is a good chance it may not be able to be accommodated.
- Week-of requests will not be accommodated.
- If the event exceeds the scheduled time, overages will be charged at the full rate (full-hour increments only)



Do you need to rent a stage? Circle: Yes or No

Rent the venue’s 16’ x 16’ stage with speaker wings for a flat fee of \$650 or opt for a smaller stage at \$40 per 4’ x 4’ platform. The rental includes setup and breakdown.

- If yes, what size stage do you need? _____

Do you need to rent our dance floor? Circle: Yes or No

Rent the venue’s 18’ x 18’ dance floor for a flat fee of \$300. The dance floor consists of 3’x 3’ white tiles and can be adjusted to a smaller size if necessary. The fee includes setup, cleaning, and breakdown after the event.

Do you need to use our tables/chairs/tablecloths? Circle: Yes or No

Renters can request up to 20 six-foot round tables, 8 six-foot rectangular tables, 10 cocktail tables, and floor-length black tablecloths, subject to availability. If additional tables are needed, renters must arrange and cover the cost of rentals. Borrowed items must be set up by the renters. Last-minute requests may not be able to be accommodated.

Item	Qty Requested
6 ft. rectangular table (Qty 8)	
6 ft. round table (Qty 20)	
Cocktail Tables (Qty 9)	
Black floor-length tablecloths	
Black cocktail tablecloths	
Black 6 ft. rectangular tablecloths	

Do you need additional 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. (Example: additional microphones, projector, screen, additional speakers, etc.)

List what you need:

For technical quotes, please contact: Amy Wahl, Office Manager



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.

Will your event have alcohol consumption? Circle: Yes or No

If serving alcohol, a permit from the ABC Commission is required.

If serving alcohol:

- A copy of the permit must be provided to staff 10 business days before the event.
- The original permit document must be posted at the event by the renter.
- Visit [Permits Section | NC ABC](#) or call (919) 779-0700 to learn more about obtaining a permit.
- A community table with alcohol or bring-your-own-beverage is prohibited.

Special Event Insurance

- Submit a Certificate of Insurance (COI) two weeks before the event's 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 is 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 name on the COI: The Arts Council of Wilson, Inc., 204 Nash Street S, Wilson, NC 27893.



- Insurance can be obtained from any accredited private company.
- Sign a letter assuming full liability for serving alcoholic beverages.

Will you have to provide security? Circle Yes or No

Requirement for Certain Events:

- At the discretion of our staff assessing risk factors concerning your event, you may be required to provide security to work your event. If your event is serving alcohol, has a dancing component, live music, has a politically charged theme, or 150 or more people, you are required to provide security officers. Wilson Arts has the right to require security at our discretion.
- Renter must provide names of security personnel working the event within two weeks of the event.

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 the kitchen which has a standard refrigerator, stove, and dishwasher. All appliances are residential grade.

Parking:

- The Wilson Arts 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 in the parking lot behind the facility located at Douglas Street and Barnes Street.

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.



Artwork & Decoration Considerations:

- DO NOT MOVE ARTWORK OR WALLS.
- Renter is liable for any damages to artwork and theft during rental.
- Renters moving artwork will result in rental suspension and fees of \$75 per item.
- We prefer rentals that can work alongside the exhibit without moving any artwork. We can move walls and pedestals that are easy to move at no extra cost to your rental. Artwork that is more complex to move or that we must uninstall will result in additional fees. Prices will vary depending on the complexity of the piece. Some artwork(s) may not be movable and the renter will have to work around the artwork.
- Walls may not be positioned in the gift shop closer to where the fire panel is located.
- Your event items may not be placed closer than 2 ft. away from artwork and walls with artwork. This guideline is to protect you from having to purchase damaged artwork. Please be mindful of trashcans and splashing on walls that might result from throwing items away.
- Please educate the people working your event on these guidelines.
- Decorations that hang, wrap, or attach to the building must be pre-approved.
 - Provide a description and attachment method details on an additional sheet of paper.
 - Free-Standing Decorations are acceptable.
- Artwork may or may not be relevant to your event. Our gallery exhibitions rotate. Plan accordingly. There may not be artwork on the walls if you plan your event between exhibits.
- Our moveable walls can accommodate events, but artwork remains on the perimeter though some exhibitions have artwork that cannot be moved.
- Exhibits are scheduled 1-2 years in advance, and while general information about displayed artwork may be available, exact descriptions are not provided.
- Artwork cannot be removed from the gallery.
- If you do not want artwork to be seen, consider renting pipe and drape.

Other Guidelines and Considerations:

- Smoke Alarm Caution:
 - Avoid anything that may trigger smoke alarms or cause them to go off, including fog and haze.
- All children must always be 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, contact the 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.
- The TV behind the front desk is not available for use for your event.
- Events must conclude and be loaded out of the venue by midnight.

Taxes:

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

Publicity for Public Events:

- **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 name to use for the venue in marketing is the **Wilson Arts Center**.
- **Community Calendar**
 - List public events for free on the countywide community calendar: www.comeseewilson.com
- **Facebook Events:**
 - Add @WilsonArtsNC and @HistoricDowntownWilson as co-hosts for additional publicity.
- **Facebook Posts:**
 - Tag @WilsonArtsNC for posts to be added to Stories.
- **Instagram Posts:**
 - Tag @WilsonArtsNC for posts to be added to Stories.

Prohibited Activities/Items:

Prohibited on-premises:

- Smoking
- Vaping
- Illegal drugs or controlled substances
- Weapons (except for Law Enforcement Officers)
- Animals (except service animals)
- Profanity, unruly behavior, or actions deemed necessary for safety.
- Haze
- Fog



- Open flames
- Frying in the kitchen
- Entering areas that are only designated for employees

You are responsible for your guests and vendors and making sure that they adhere to these venue rules.

Kitchen and Catering

The rental includes the kitchen which has a standard refrigerator, stove, and dishwasher. All appliances are residential grade.

Are you using the catering entrance? Circle: Yes or No

We do have a back entrance that may be used for catering entry only. This is not an entry that is available to guests of the event. If you use this entrance, you must have a dedicated person to monitor the area when doors are open. Open doors must be attended.

If yes, please provide the name and phone number of the person responsible for attending the back entrance.

Name: _____

Phone: _____

Cancellations:

Emergency or weather closing:

- Deposit will be applied to 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 for an appointment. Drop-ins discouraged.

Amy Wahl
Office Manager, Wilson Arts
(252) 291-4329 x 103
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.

Item	Description	Amount
Base Rental	Half Day \$900, Full Day \$1,650	
Closed to the Public Hours	\$50 per hour that we have to close to the public	
Extra Hours	\$150 per hour above block	
Dance Floor	\$300 flat fee	
Equipment	*Quote provided by Theater Arts Coordinator	
Stage Rental	\$650 flat fee or if a smaller stage is desired, then \$40 per 4' x 4' square	
Cleaning support during the event	\$20 per hour per person	
Artwork Uninstallation	*Quote provided by Visual Arts Coordinator.	
Discounts		
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 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: _____

Visual Arts Coordinator _____ Date: _____



Deadlines & Checklist

Due Immediately: Date Completed _____

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

Due 2 weeks before start date: Deadline date: _____

- Contract is completed fully.
- Provide names of security personnel and person watching backdoor entrance.**
- If back loading dock door or back door is needed for catering, provide name of person supervising back door area.**
- Certificate of Insurance(s)** submitted from the organization and vendors used.
- If serving alcohol: **Copy of ABC permit** submitted.
- Signed letter assuming all liability for serving alcohol.**
- All **additional equipment/tables/chairs/tablecloths requests** in.
- Final payment due.** This is the last chance to cancel. Late payments will incur a \$75 fee.



Date

Dear Wilson Arts,

I am signing to formally acknowledge and accept all responsibility for the liability associated with the distribution of alcohol at the upcoming rental at the Wilson Arts Center that I have booked on (date) _____. I take responsibility for ensuring that all liquor-related matters are handled appropriately and in compliance with the venue regulations, including providing sufficient Liquor Liability coverage for the event, as well as a valid ABC Permit.

Renters Business (if applicable): _____

Renters Printed Name (or authorized individual of business): _____

Renters Signature: _____