



ALBANY MUSEUM OF ART

THE JANE & HARRY WILLSON AUDITORIUM

Rental Contract

Must Be Returned With Deposit

Date of Event: _____

Set-Up Time: _____

Start Time: _____

End Time: _____

The rental period at the Albany Museum of Art is for 8 hours, including setup and cleanup time. There is a \$100 charge for each additional hour beyond the eight (8) hour period.

In order to safeguard our community's art treasures, the rental policy of the Albany Museum of Art is strict. Therefore, we will assist you in maintaining its policies for the duration of your rental. Please **READ AND INITIAL** the attached contract information regarding rental policy, rental charges and all regulations.

PLEASE BE AWARE - The Museum will not alter any exhibition, displays, or activities in any Museum Gallery (including the Jane & Harry Willson Auditorium & Children Museum Areas) for the purpose of an event. At no time are food, drinks, tables or chairs or any other amenities are allowed in any Museum Gallery (including Children Museum Areas) for the purpose of the event.

PLEASE NOTE: We are unable to confirm a rental without a completed rental contract and deposit. No exceptions.



ALBANY MUSEUM OF ART

AUDITORIUM RENTAL APPLICATION

311 Meadowlark Drive, Albany, GA 31707
(229) 439-8400 Fax (229) 439-1332

Name of Organization: _____

Contact Person(s): _____

Mailing Address: _____

Home/Cell Phone: _____ Work Phone: _____ Fax: _____

Valid Credit Card Number: _____ Expiration Date: _____

E-Mail Address: _____

EVENT INFORMATION

Date of Event: _____ Set-up Time: _____

Type of Event: _____ Start Time: _____

Number Attending: _____ End Time: _____

Fund-raiser: Yes No Benefiting: _____

Name of Person Responsible for Clean Up of Rental Space & Kitchen Area: _____

Alcoholic Beverages: Yes No Caterer's Name/Phone#: _____

(Distribution of alcoholic beverages on museum premises must be served in accordance with state and county laws and may require a permit.)

The Museum will honor requests on a first-come, first-serve basis **upon receipt of the completed application and a 50% deposit.** The remaining balance and the table set-up are due **TWO WEEKS** prior to the event.

RENTAL AND EQUIPMENT INFORMATION*

Host your event in the Albany Museum of Art where guests will have a one-of-a-kind experience. Enjoy the simple elegance of our auditorium or combine it with the lobby area and gallery spaces for a spectacular affair.

Rental Period: 8 hours including setup and cleanup time (\$100 for each additional hour beyond 8 hours)

_____ Auditorium Rental:	\$700	_____ Galleries:	\$500
_____ Auditorium Rental Weekday:	\$400	_____ Grounds:	\$100
(8:30AM – 5:00PM):		_____ Dance Floor:	\$150
_____ Lobby:	\$300	_____ Cleaning Deposit:	\$450
(Not Available During Museum Hours)		_____ Total Number of Hours	
		(including setup and cleanup)	

Total Rental Fees: \$ _____

Additional Hours at \$100/hour: \$ _____

Member Discount: \$ _____

TOTAL CHARGES: \$ _____

The \$450 cleaning deposit will be forfeited if the auditorium and/or other spaces are left in unsatisfactory condition.

_____ (initial)*

METHOD OF PAYMENT: Cash _____ Check _____ Charge _____

Signature (person responsible for the rental and ALL fees)

Date Submitted

I have read the attached information regarding auditorium rental policy and rental charges and I agree to abide by all the policies and regulations stipulated by the museum.

DEPOSIT PAID: \$ _____

DATE DEPOSIT PD _____

BALANCE DUE: \$ _____ DATE BALANCE PD _____



ALBANY MUSEUM OF ART

FACILITY RENTAL POLICIES AND PROCEDURES

311 Meadowlark Drive, Albany, GA 31707
(229) 439-8400 Fax (229) 439-1332

The mission of the Albany Museum of Art is to collect, preserve and exhibit works of art and to conduct educational programming designed for a variety of audiences within our community and region. Believing that art is vital to the human experience, the museum will strive to cultivate and stimulate curiosity and passion for art in its many forms.

Auditorium and Kitchen Rental

- The auditorium capacity: **100 people theater-style, 100 for a seated dinner and 250 for a standup function** (maximum capacity- 300).
- A podium, microphone, 12'x9' projection screen, tables and chairs are available for use at no charge with the auditorium rental.
- The renter must provide a sketch of the placement of tables, chairs and other equipment a week prior to the rental date.
- The equipment will be arranged as desired by AMA personnel before the designated set-up time.
- There will be no changes made to the room set-up, after final set up approval, two days prior to event.
- The kitchen is fully equipped and designed to allow for food and various refreshments to be brought into the museum for refrigeration and warming.

Lobby

- The lobby **is not available for rent during Museum operation hours.**
- No set-up of tables or decorations is allowed in the lobby during Museum operation hours.
- The front desk **may not be** used as a bar.
- The Renter shall be responsible for any damage to the desk or the merchandise inside.

Flowers and plants are not permitted in the lobby or galleries in accordance with national standards for museums.

Grounds

- The grounds to the rear of the museum are available for rent.
- The museum will not provide tables or chairs for outdoor use; this applies even when a tent is being used.
- Persons renting the grounds are responsible for **all set-ups and clean up** of that area.

Types of Events

All events are expected to harmonize with the character and mission of the Museum and must be approved by the Museum.

Because of the character of the Museum as an educational and charitable institution and the need for protection of the objects displayed in the building itself, **the Museum reserves the right to refuse to make its facilities available to a prospective renter for any use it deems inappropriate, at its sole discretion.**

Securing a Rental Date

In order to secure a facility rental date, the Renter must complete a Facility Rental Application, and **no date will be guaranteed until the application and deposit is received.** A contract will be drawn from the application and must be signed and returned to the Museum Services Coordinator, accompanied by a **NON REFUNDABLE** deposit equal to fifty percent (50%) of the rental rate.

Catering

There are many highly skilled, creative caterers in the Albany area. We are happy to work with them to provide a wonderful setting for each event. **All caterers are responsible for materials brought into the building, preparation, and clean up of the kitchen and service areas.**

Albany Museum of Art staff must approve all caterers, equipment, rental services, and any other delivery or service companies.

The Museum Services Coordinator MUST approve all foods, beverages, and their arrangements in the Museum prior to the event taking place. **There are many items that may damage a work of art or put these works at risk, therefore: the Museum assumes the right to refuse any or all items proposed on the menu. Food and drink may not be served or taken into any gallery.**

Alcoholic Beverages

If Renter plans to serve alcohol at the event, the Museum must approve all plans and circumstances under which it is served, which approval shall be for the sole purpose of ensuring that the Renter will comply with the character and mission of the Museum. Renter agrees to comply with and abide by all local, state, and federal laws applicable to the serving of alcoholic beverages at its event. Renter shall be responsible and liable for all damages arising out of the use of alcoholic beverages at its event. Renter specifically agrees to take whatever steps may be necessary to ensure that alcoholic beverages are not served to minors at its event.

Rental Equipment and Furnishings

Equipment and furnishings including (but not limited to) tableware, linens, and skirts are not provided by the Museum. These are to be supplied by the renter and are subject to the Museum's approval.

Decorations

Plans for décor, including fresh cut floral arrangements, table centerpieces, signs and banners are subject to the Museum's approval. Flowers **must** be supplied by a florist and **may not stay overnight.** Any décor supplied from an outside source must be removed from the party area by the Renter **immediately** following the departure of the last guest from the Museum. No live animals are permitted in the Museum. Live floral arrangements are not permitted in the lobby or galleries.

- **Birdseed may be thrown outside of the museum only.**
- **The use of glitter and confetti is prohibited**
- **No fogger or bubble machines—as these machines change humidity and emit foreign particles.**

Décor must not endanger the Museum's collections, necessitate the moving of works of art, or affect their appearance. Museum décor will not be moved under any circumstances. All décor items and placement thereof must meet all fire and safety codes. **The use of candles is prohibited at the Albany Museum of Art.**

Music

The selection of background music and musical entertainment for the event is subject to the Museum's approval. Musical equipment requiring electrical connections of voltage higher than the normal 110V receptacle will not be permitted in the Museum. Please note that the Renter is responsible for any applicable licenses for live or recorded music to be performed (ASCAP requirement).

Smoking

Smoking is prohibited throughout the building.

Guest List

Thirty days prior to the event, the Renter must submit the number of expected guests to the Museum. A confirmed number of guests must be submitted to the Museum Services Coordinator 24 hours before the event.

Photograph and Audio/Video Recording

Photography is not permitted in the galleries. Copyright regulations prohibit photographing works of art without prior consent of the Director. Photography is permitted in the lobby, auditorium, and AMAzing Space.

Delivery and Storage

The Museum does not provide storage for events. Delivery of any items shall be scheduled for the day of the event, and pick-up of the items shall be scheduled immediately following. A penalty of \$100.00 per hour will be assessed for not complying with this requirement unless prior arrangements have been made with the Museum Services Coordinator.

Security

The Albany Museum of Art requires two (2) **Security Officers** to be present at each event held after 5pm at the Museum for each one hundred (100) people attending. The Museum will provide the necessary security officers who have been trained in the Museum's Emergency Operation Procedures and proper Art Handling.

Events occurring and concluding before 5pm may require a Security Officer, which will be decided by the Museum Services Coordinator at the time of executing this contract.

Liability

The Renter shall be responsible for all injury and/or damage of any kind to persons or property (regardless of who may be the owner of the property) arising out of or suffered through any act or omission of the Renter, its employees, agents, contractors, or guests, in connection with its use of Museum facilities. The Renter further assumes the obligation to indemnify and hold harmless the Albany Museum of Art, its trustees, officers, agents and employees against any and all damages, claims, expenses, or other liability due to personal injury or death, or damage to property of theirs, arising out of or suffered through any act or omission of Renter, its employees, agents, contractors or guests, in connection with its use of Museum facilities. **Further, the Renter assumes ALL responsibility of damage to any part of the facility or its contents as a result of their guest, caterer, or service professional.** All events must comply with the rules and regulations of the Albany Museum of Art and all city and state laws.

Damages

Any type of damage to Museum property or equipment is to be reported immediately to the security officer present at the event. Prior to such time as Renter, its agents or employees begin to use the Museum facilities, Renter, in conjunction with a Museum employee, shall complete an inventory and condition report for the facilities. At the conclusion of the event,

Renter, in conjunction with a Museum employee, shall complete another inventory and condition report for the facilities. Renter shall only be responsible for any damage or loss not noted on the initial inventory and condition report (caused by Renter or Renter's guests).

Further, the Renter assumes ALL responsibility of damage to any part of the facility or its contents as a result of their guest, caterer, or service professional.

Clean up

All aspects of clean up after the event shall be the responsibility of the Renter. The rental space should be left in the same manner as when the Renter arrived for the event. This includes and is not limited to, disposal of trash, food removal, decoration disposal, and general tidiness of the area. The Museum will be responsible for the removal of tables, chairs, and dance floor. **In the event that the facilities are left in unsatisfactory conditions, a \$450 cleaning fee will be billed to the person responsible for the rental.** The service professional will need to meet with the Museum Services Coordinator at least two weeks prior to the event to discuss requirements for clean up. **If the Renter would prefer to have the Museum take responsibility for clean up, there will be an additional charge of Four Hundred Dollars (\$450.00) for this service.** This fee may be increased due to the amount of work or number of attendees for any given event.

Availability of Space

Events at the Albany Museum of Art must be completed by 11pm. One hour beyond that time is allotted for clean up. **If the building is occupied past midnight, there will be a \$100.00 charge per hour or fraction thereof until the facility is cleaned and vacated.**

Billing

A fifty percent (50%) **NON-REFUNDABLE** deposit to reserve the facility space is required upon execution of this contract. **Two weeks prior to the event, the balance of the proposed**

rental fee must be paid along with a credit card number or a check in the amount of \$450.00 as a refundable cleaning deposit. The cleaning deposit will be returned within five (5) business days if all cleaning requirements have been met. Any additional charges will be billed to the Renter one week following the event and are due upon receipt.

Cancellation

Fifty percent (50%) of the rental fee shall be forfeited should the Renter cancel its event within two weeks prior to the scheduled date of the event. Seventy-five percent (75%) of the rental fee shall be forfeited should the event be canceled one week prior to the event. Should the event be canceled within twenty-four (24) hours of the event, one hundred percent (100%) of the rental fee shall be forfeited.

The Museum staff will use its best efforts to make the facility available to an event sponsor; however, the Museum reserves the right to cancel this contract if, due to a cause beyond the Museum's control, it becomes impossible to perform under this contract, or to permit the event sponsor to occupy the facility. In the event of such a cancellation, the event sponsor will be notified with reasonable promptness. The Museum shall not be liable for loss of profit or damages of any type whether based on breach of contract, warranty, or otherwise. The Museum reserves the right to deny use of its facilities at any time to a Renter not complying with Museum policies.

Site Inspections and Appointments

The Staff of the Albany Museum of Art is pleased to accommodate the Renter by any means possible. To arrange an appointment to view the facility or for follow up with the contract in person, please call the Museum Services Coordinator.

General

It shall be the policy of the Albany Museum of Art in considering requests for rental of its physical facility to give first priority to the needs of the Museum to accommodate its own activities. The Museum shall decline rentals for the use of its facilities for any activity, event, or other use which, if in the best judgment of the staff (i) will cause or be likely to cause any material conflict with the normally anticipated use by the Museum of its facilities for its own activities (e.g., date conflicts or scheduled event use extending for such duration as may preclude use for events likely to be scheduled by the Museum), and/or (ii) may be reasonably expected to result in a significant burden to the

facilities because of physical wear and tear, overcrowding, use in violation of building or safety codes, or other rules or regulations applicable to the facilities, and/or (iii) identify the Museum with the use or event as to create the implication that such use or event is sponsored or endorsed by the Museum, or that any other business organization conducts its business from the Museum's location. All use of facilities by parties other than the Albany Museum of Art shall be conducted in such a manner as will clearly indicate that such use or activity is undertaken by parties other than the Albany Museum of Art and that such use or activity is not an activity sponsored or endorsed by the Museum

Failure to Comply

It shall be the policy of the Albany Museum of Art to insist the above procedures are followed. If there is a failure to comply in any or all of the above procedures, the contract will become invalid and deposit monies will become property of the Albany Museum of Art.

I have completed the *Albany Museum of Art Facility Rental Application*, agree to the prices and payment schedule above, read the *Albany Museum of Art Facility Rental Policies and Procedures* as stated on the preceding pages, understand my responsibility and agree to the conditions set forth in this contract.

(Applicant)

(Museum Representative)

(Date)

(Date)

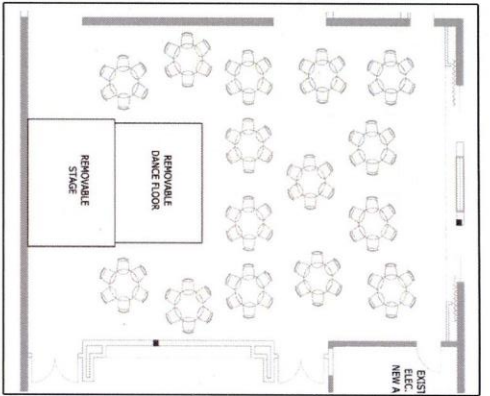
*At this time a fifty percent (50%), **NON-REFUNDABLE** deposit is required. Please include your payment with this rental agreement. **Make checks payable to the Albany Museum of Art. This contract is not valid unless the deposit is secured and the contract is signed by both parties.***

See attached form for setup.

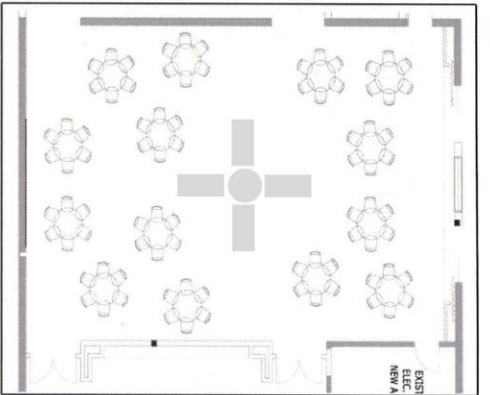
PLEASE NOTE:

The Museum **MUST** Receive Your Event Set-Up Form & Remaining Balance **TWO WEEKS** Prior To Your Event.

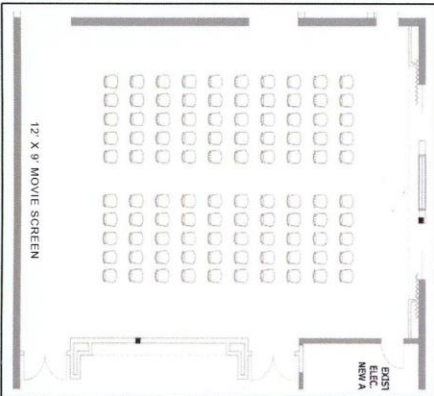
10/2014



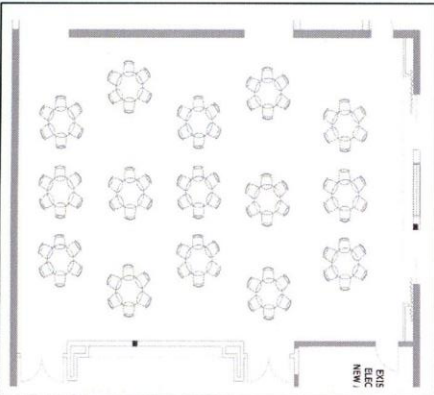
HARRY AND JANE WILLSON AUDITORIUM
LAYOUT PLAN A
(with removable stage and dance floor)



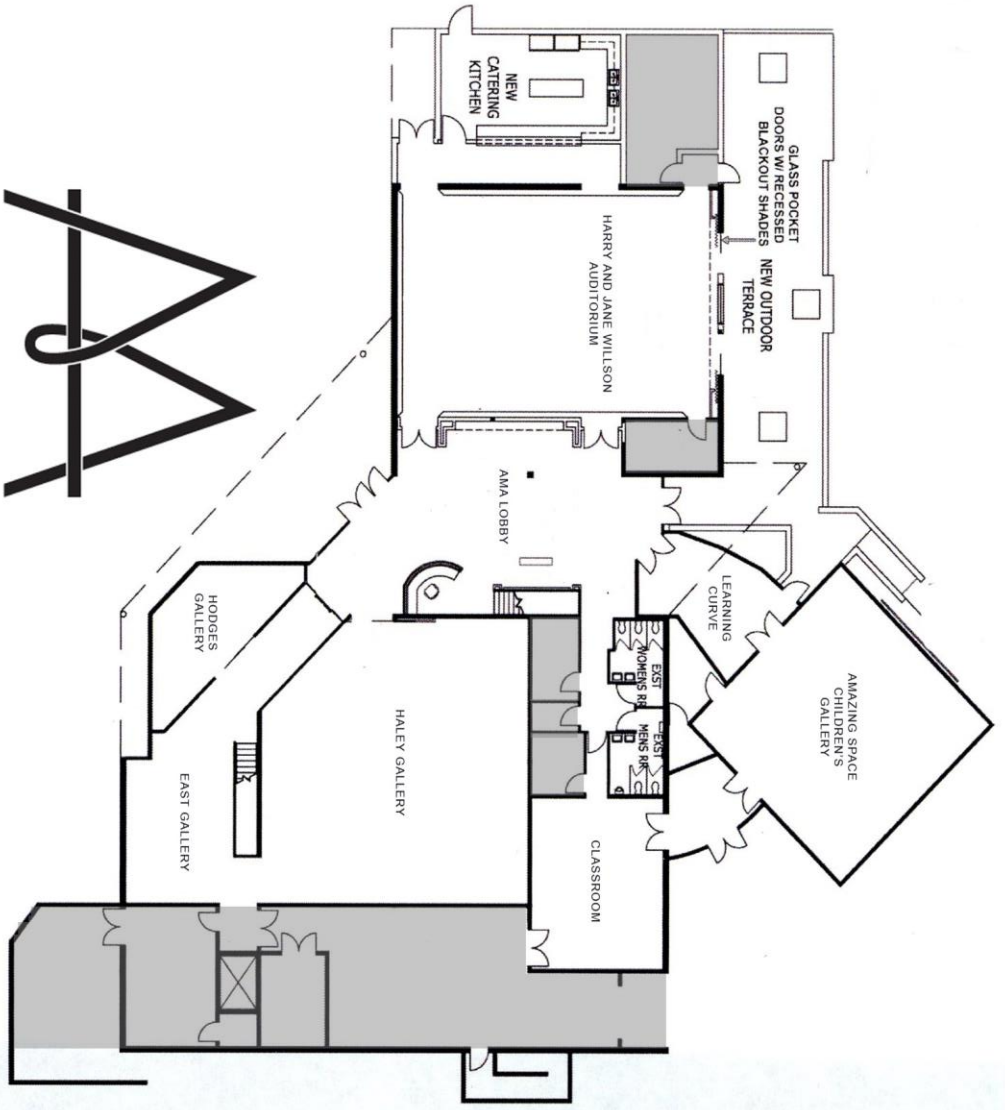
HARRY AND JANE WILLSON AUDITORIUM
LAYOUT PLAN B
(15 round tables, 4 rectangular seating 84-112 people)



HARRY AND JANE WILLSON AUDITORIUM
LAYOUT PLAN C
(approximately 100 people)



HARRY AND JANE WILLSON AUDITORIUM
LAYOUT PLAN D
(15 tables seating 90-120 people)



ALBANY MUSEUM OF ART

Please select one of the suggested layouts above or create your own.
Check the number of items from the list below that you will need for your event.

- (4) 6' Rectangular Tables _____
- (7) 8' Rectangular Tables _____
- (15) Round Tables _____
- 4' seats 6 _____
- with 5' top seats 8 _____

- Podium _____
- Microphone & Speaker _____
- 12' x 9' Movie Screen _____
- (2) Catering Warming Ovens _____
- 12x12 Oak Dance Floor (\$150) _____