

# SPRINGVILLE MUSEUM OF ART

## FACILITY USE AGREEMENT [private-after hour contract]

Event Date: \_\_\_\_\_ Event Title: \_\_\_\_\_

Event Type:  Reception  Ceremony  Banquet  Reunion  Lecture  Conference  Performance  Corporate Event  Dance

Usage Start Time: \_\_\_\_\_ Usage End Time: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

Rentee Name: \_\_\_\_\_

Address: (include apartment or building number if applicable) \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

(\_\_\_\_\_) \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
Home Phone Cell Phone Email (SMA does not rent or exchange email addresses)

Bride's/Groom's name (if applicable) \_\_\_\_\_ Bride's /Groom's name (if applicable) \_\_\_\_\_

Secondary Contact Name \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
Cell Phone

By signing this contract, I understand and agree that myself and all guests, volunteers, and vendors involved with this event will abide by the parameters of this contract and the *Facility Use Information & Policies*. My deposit payment is enclosed.

Signature \_\_\_\_\_ Date \_\_\_\_\_

*For office use only* AREA(S):  Main Level  Stewart Sculpture Garden  Food Staging Area  Upper Level  Grand Gallery  
 East Gallery  Swanson Gallery  Underground Gallery

### MAIN or UPPER LEVEL

**Class II**  
 \$300 refundable deposit  
 \$1,025 for initial 6.5 hour block/weekday  
 \$1,225 for initial 6.5 hour block/weekend  
 \$115/hr for additional hour(s) \_\_\_\_\_

**Class III**  
 \$300 refundable deposit  
 \$1,235 for initial 6.5 hour block/weekday  
 \$1,435 for initial 6.5 hour block/weekend  
 \$130/hr for additional hour(s)

### STEWART SCULPTURE GARDEN

**Class II**  
 \$300 refundable deposit  
 \$905 for initial 6.5 hour block/weekday  
 \$1,005 for initial 6.5 hour block/weekend  
 \$105/hr for additional hour(s)

**Class III**  
 \$300 refundable deposit  
 \$1,095 for initial 6.5 hour block/weekday  
 \$1,195 for initial 6.5 hour block/weekend  
 \$125/hr for additional hour(s)

### Additional Gallery

**Class II**  
 \$100 refundable deposit  
 \$110 for initial hour/gallery  
 \$50/hr for additional hours/gallery

**Class III**  
 \$100 refundable deposit  
 \$145 for initial hour/gallery  
 \$70 for additional hours/gallery

### **Additional Fees and Penalties:**

\$20 Food fee per additional gallery \_\_\_\_\_ galleries x \$20=\$\_\_\_\_\_  
 \$40 Specialty set-up or mid-event set-up change \_\_\_\_\_ set-ups (\_\_\_\_ galleries) x \$40=\$\_\_\_\_\_  
 \$25 Use of upright or grand piano [select locations] \_\_\_\_\_  
 \$100 Late removal of equipment and/or décor \_\_\_\_\_  
 \$200/hr Time outside of contracted usage \_\_\_\_\_ hours=\$\_\_\_\_\_

**Total Fees: \$ \_\_\_\_\_**

### **Deposit** ( completed contract on file)

Date paid \_\_\_\_\_  
Amount paid \$ \_\_\_\_\_  
Receipt # \_\_\_\_\_  
 cc  cash  ck# \_\_\_\_\_

### **Facility Use Fee**

Date due \_\_\_\_\_  
Date paid \_\_\_\_\_  
Amount \$ \_\_\_\_\_  
Receipt # \_\_\_\_\_

### **Facility Use Map(s)**

Date due \_\_\_\_\_  
Date approved \_\_\_\_\_

### **Refund**

Date paid \_\_\_\_\_  
Amount \$ \_\_\_\_\_  
Approved by \_\_\_\_\_