

QUINLAN VISUAL ARTS CENTER FREQUENTLY ASKED QUESTIONS

How much does it cost to rent the Quinlan? \$2000 on Saturday (inside only), \$1500-Sunday thru Friday (inside only), \$2500 all times (inside and sculpture garden). A \$500 non-refundable deposit is required to reserve your date. Balance is due two weeks prior to the event date.

What does your facility rental provide? The Quinlan hosts up to 20 exhibitions annually rotating 7 times, six gallery spaces and tables and chairs for up to 250 seated guests. Complimentary Amenities include a coat check room, projector and drop-down screen, audio system and microphone (available by request – **requires a sound check two weeks prior to event date**), bridal party changing room (available by request), a catering kitchen, a large refrigerator/freezer and two ovens. Please see rental agreement about renter responsibilities.

Do I need an appointment? No. You may stop by during our regular business hours for a tour. Monday – Friday 9-5 and Saturday 10-4.

Do we need an approved caterer? No, you may use any caterer of your choosing. As a courtesy, we have a list of recommended caterers that are familiar with our facility.

Can we serve alcohol? You may provide alcohol to your guests but are **not** permitted to sell alcoholic beverages on site. Per our rental agreement, the renter will agree to **hold Quinlan Visual Arts Center harmless for any alcohol related claim that may arise**. See Gainesville city ordinances Sec. 6-4-45. Brown bagging. (a) It shall be unlawful for a licensee or any other business establishment to allow customers to bring with them their own alcoholic beverages which is known as "BYOB" or "brown bagging." (b) It shall be unlawful for any alcoholic beverages to be allowed to be brought into, served, stored, kept or consumed by any person on the premises of any business establishment for which a city business/occupation tax certificate has been issued and which business establishment has no alcoholic beverage license issued by the city council. (c) The prohibitions and restrictions in paragraph (b) shall not apply to a private function in which attendance is by invitation only: (1) All alcoholic beverages served at a private function shall be provided by the host or hosts; (2) The cost of the alcoholic beverage(s) served at a private function are to be paid for by the host or hosts; (3) There are no business transactions conducted during the private function; and (4) There is no cost to attend the private function either by donations or any other means.

When can we set up? All deliveries, setup and the event must occur on the date contracted for the rental. As a courtesy, you may set up beginning at **2:00 PM** the day prior to your rental provided there is no other rental scheduled for that day (excluding Monday rentals – we are closed on Sunday). All items must be removed no later than **12:00 noon** on the business day immediately following the rental or you will incur an additional \$500 late fee.

How late can we stay? Rentals must conclude by midnight of the contracted rental date. If you require additional time, you may prearrange for extend time for \$500/hour; rate is not prorated for portions of hours after midnight.

Do you set up and break down the tables and chairs? By law, we are prohibited from doing so. You will need to arrange for your caterer or party planner to provide this service. Should you wish for us to hire a private contractor for set up and break down, we can do so for an additional fee determined by the size of your event.

Do you have rectangular (banquet) tables? Yes. We have up to 8, 6-foot tables you may use if they are not already in use for classes, workshops or any other Quinlan event. They must be returned to the space they were removed from following your event. You must request these in advance.

Do you have high top tables, linens, glassware or silverware? We do not. However, you may rent these items from an outside vendor. Please provide pick up service no later than noon of the next business day following the event.

May we have floral arrangements? Yes, provided they are in leak proof containers.

Can we have candles? Yes, but they must be "no drip" and preapproved by Quinlan personnel.

Can we have sparklers, confetti, rice, birdseed, and or glitter? These are prohibited items. An additional clean up fee of \$500 will be applied should there be evidence of such items.

What about smoking? Smoking is permitted outside only. You must provide receptacles for cigarette butts. The above \$500 clean up fee will be applied for the removal of cigarette debris.

Can we have a band/DJ? Yes. We also have a 6 CD disc changer and iPod compatibility with our audio system. We do not offer technical support for these items. If you wish to use them, you are requested to come in at least one week in advance to test any electrical hook-ups you may require.

Can we have a band/DJ/music in the sculpture garden? Yes. However it is required that you fill out an "Amplified Sound Permit" with the City of Gainesville if you plan to have music in the garden. Details are listed in the rental agreement. Also, all guests must be out of garden by 10:30 (clean up after this time okay, but no "party" going on.)

Can the lights be dimmed? Our lights do not have dimmers. However, we can turn off tracks of lights to create a 'dimmed light'.

Can we have tents outside? Yes, both on the grounds and in the sculpture garden. Please consult staff when considering this option.

Can we move the artwork? No. Artwork will only be moved/removed by Quinlan personnel only for the safety of the work.

Who provides security for our event? A current law enforcement officer, who will have access and knowledge of our building for the safety and security of your guests and the art work. **The non-negotiable rate is \$35 an hour.** Full payment is at the conclusion of the rental and is to be paid directly to the officer.

Are there electrical outlets in the garden? Yes there are outlets on the stage.

Are tables permitted in the garden? Yes you may set up tables, chairs and tents. All items must be set-up the day of the rental and must be removed by the end of the contract rental time.