

RENTAL POLICY

Effective July 1, 2006

The Fayetteville Museum of Art (hereafter referred to as the Museum) is a non-profit facility designed to serve a cultural need within the Fayetteville, North Carolina region. Proper care is essential for the building, grounds, exhibits, and various displays on the museum property. Specific areas of the grounds and property are rented subject to the provisions of this rental agreement.

FACILITY OPTIONS/FEES/CAPACITIES

The Museum is open seven days a week, excluding certain holidays. As a result, certain rental options may NOT commence before 5:00 p.m.

RENTAL OPTIONS

BUILDING: \$695.00

This includes the use of galleries, kitchen, balcony and grounds for up to six hours (including set-up and tear down time). Events may not begin prior to 5:00 p.m. Under certain circumstances set-up may be allowed to begin up to one hour before 5:00 p.m. but must be annotated on Schedule 1 of this contract.

Seating Capacity

Reception Style	100
Banquet Style	70

SCULPTURE GARDENS/GROUNDS: \$325.00

Includes the use of the **grounds only** for up to six hours (including set-up and tear down time). The grounds include the nature trail, sculpture garden, gazebo, and the covered patio at the ground level. *As a courtesy, the lower level corridor will be open to allow for use of the restrooms.*

The above stated fees for BUILDING and/or GROUNDS rental include one security guard. If capacity will exceed 150, it must be annotated on schedule 1 and an additional security guard will be assigned at a charge of \$10 per hour. Security is only authorized

through the Museum. If the event runs beyond the six hour rental, a \$50 per hour fee will be charged for every hour or fraction of hour beyond the six hour rental period. Clean up of the building and/or grounds is the responsibility of the person or persons renting the facility. If the building and/or grounds are not in the same condition as they were before the rental, the deposit is forfeited. Any damage to the building, grounds, gardens, exhibits, or displays is the financial responsibility of the party who rented the facility.

LIBRARY/CONFERENCE ROOM \$75.00

Includes the use of the Library/Conference Room, the refreshment table area, and the restrooms along the lower level corridor for up to two hours.

Capacity 12

AVAILABLE EQUIPMENT

The following furniture and equipment are available with your rental of the building and grounds:

- Refrigerator, two microwaves, Stove/Oven
- 10- 6ft. Rectangular folding tables
- 100- Upholstered armless chairs (Burgundy)
- 1- Front entrance table
- 1- 4ft. square card table

The following furniture and equipment are available with your rental of the grounds only:

- 10- 6ft. Rectangular folding tables
- 1- 4ft. square card table

With rental of the grounds only, chairs may be available to rent for the cost of \$150 for one hundred rental chairs.

The Museum does not provide any linen, serving ware, or any other item not listed above. Use of any of these items found in the kitchen is prohibited.

RESERVATIONS AND DEPOSITS

A rental application form must be completed and the rental fee worksheet must be accepted prior to reserving the facility. To secure a rental date, a 50% deposit of the agreed fee is required.

CLEANING DEPOSIT/DAMAGES, & EXTENDED USE

The renter will be held liable for any and all damages and/or excessive cleaning services resulting from their rental, as well as additional charges due to failure to abide by the

agreed upon rental period. The cleaning deposit is 100% refundable given the facility is left in the same condition which it was received, no additional cleaning service is needed, and the renter does not exceed the agreed upon rental period or number of guests attending.

The Museum will charge the renter reimbursement costs for damaged furniture, equipment, and/or damages to the Museum or its contents, including all art work. The decisions on repair and/or replacement will be determined by the Museum. The renter is obligated to report any damage. Any charges in excess of the cleaning deposit will be billed and become payable immediately upon receipt of the invoice.

FINAL PAYMENT

The remaining balance of the rental fee plus a cleaning deposit of \$100 and any extra security guard charges must be paid two weeks in advance of the event.

CANCELLATION POLICY

Cancellation fees will apply based on the amount of notice given.

IF:

- Notice is given one month or more in advance, deposit is 100% refundable.
- Notice is given at least two weeks in advance, 50% will be retained as a cancellation fee or 100% may be credited toward a future rental within the next 12 months.
- Notice given is less than two weeks, 100% will be retained as a cancellation fee or 50% may be credited toward a future rental with the next 12 months.

ADDITIONAL FACILITY USE GUIDELINES

EXHIBITIONS: It is understood that the space being rented will contain artwork on display. These works are to be considered a fixed part of the rented space and are not to be moved, altered, or re-arranged in any manner.

DECORATIONS: *Inside* decorations will be limited to free standing or table top items only. At no time and under no circumstances will decorations (streamers, balloons, etc.) be allowed to be adhered in any fashion to the gallery walls and/or ceilings.

SMOKING: Smoking of any kind is prohibited within the Museum's building.

RENTAL EQUIPMENT: Any set up and take down of equipment rented from an outside rental agency must be coordinated with the museum staff. The rental equipment is the sole responsibility of the wedding party or the individual(s) named as the responsible renter in this contract.

ALCOHOLIC BEVERAGES: Alcoholic beverages may not be sold on the premises.

**SPECIAL CLAUSE
RENTAL OF GROUNDS FOR PHOTOGRAPHIC SESSIONS**

During regular operating hours, there is no charge for use of the Museum grounds for photographic purposes. Occasionally, Museum activities involve use of the grounds during this time, so we advise checking with the Museum before scheduling any photographic session. Also, due to the fact that the Museum is open to the general public during this time, we can make no guarantee as to availability of particular sites on the property.

EXTENDED-HOURS PHOTOGRAPHIC SESSION RENTAL

SCULPTURE GARDENS/GROUNDS: \$100.00

Includes use of the grounds and sculpture gardens and cost of one security guard for up to three hours for the purpose of conducting a photographic session. The grounds include the nature trail, sculpture garden, gazebo, and the covered patio at the ground level. This fee will apply to any session that includes time before or that extends beyond the regular operating hours for the Museum grounds. Reservations for photographic sessions must be made 48 hours prior to the session, and guaranteed by check or credit card with full payment of \$100.00. In the case of inclement weather, refund consideration will be given on a case by case basis. *As a courtesy, the lower level corridor will be open to allow for use of the restrooms.*

USE OF LIBRARY/CONFERENCE ROOM

For an additional non-refundable fee of \$50.00, the Library/Conference room may be rented as a dressing room in association with an extended-hours photographic session. Due to regular Museum programming, this space is not available for this purpose during regular operating hours.

RENTAL CONTRACT

_____ Date of Contract: _____
 Name
 _____ Date of Event: _____
 Address
 _____ Type of Event: _____
 City, State, Zip

 Phone

 Number of Guests: _____ Approx age of Guests: _____
 How did you hear about our facility? _____

RENTAL FEES

ITEM/DESCRIPTION	START TIME	RATE	EXT USE	TOTAL
Building/Grounds rental		695.00		
Grounds only		325.00		
Conference Room		75.00		
Grounds for Photographic Session		100.00		
Conference Room with Photographic Session		50.00		
Chair Rental with Grounds (100 chairs)		150.00		
- Cleaning Deposit	\$100			
- Additional Security	(\$10 per Hr)			
- Deposit with contract				
Balance due by: _____				

 ADDITIONAL REQUIREMENTS: _____

ACKNOWLEDGEMENT

I agree to the terms for this reservation as outlined in the Museum's Rental Policies attached to this agreement. I further acknowledge the due date for the remaining balance, any stipulations for this reservation, and any additional items covered above in the "Additional Requirements" section or schedule 1 of this contract.

Responsible Renter

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