



## *A Unique Setting for Your Special Event*

### Complimentary Benefits:

- No Hidden Fees
- Catering Kitchen
- Guest Tables (round) and Chairs (white folding) for up to 250 people
- Coat Closet
- Choose Your Own Vendors
- Bring your own beverages (in the case of host bars ONLY); cash bars require licensed vendors only.
- Extended Hours (Stay Until *Midnight\*\*\**)

### FOR AVAILABILITY, PLEASE CONTACT:

#### **Quinlan Visual Arts Center**

514 Green Street, N.E.  
Gainesville, Georgia 30501

Phone: (770) 536-2575

E-mail: [info@qvac.org](mailto:info@qvac.org)

[www.quinlanartscenter.org](http://www.quinlanartscenter.org)

Hours of Operation: Monday - Friday 9AM-5PM, Saturday 10AM-4PM (Closed Sunday)

*The Quinlan is a nonprofit, privately owned and operated facility. Its membership provides for its maintenance and operations through dues, donations and volunteer service. \*\*\*Sculpture garden must be vacated by 11 p.m. Parties can proceed inside, until midnight.*

# RENTAL AGREEMENT

The Board of Trustees and Staff of the Quinlan Visual Arts Center (hereafter, the Quinlan) welcome interested groups to hold events in the Quinlan facilities. **The Board reserves the right to disapprove any request without any reason.**

## RULES FOR RENTAL

1. **Non-Refundable Deposit:** To reserve your date, a non-refundable deposit of five hundred (\$500) dollars is required. The deposit is part of the base fee and may be transferred to another date within the calendar year provided notice to change is given AT LEAST one month in advance of original schedule date. A \$25 transfer fee will apply.
2. **Refundable Cleaning/Damage Deposit:** A one thousand (\$1000) dollar refundable cleaning and damage deposit is required as well as a credit card imprint that may be used for damages in excess of one thousand (\$1000) dollars. The deposit may be used to pay security guard/staff if payment is not made at the end of the event. ***Receipt of both deposits will confirm your date.***
3. **Rental Fee:** The balance of the rental fee will be due **ONE MONTH** to date of event. Failure to pay balance one month prior to the event date may result in a cancellation of your rental. A **completed and signed Rental Agreement must also be in the possession of the Quinlan one month prior to the event.** A \$50/day late fee will be applied for each day that the payment is late. It is up to the renter to make sure payment is made without reminder from the Quinlan.
4. **Renter Responsibilities:** All deliveries, setup and the event must occur on the date contracted for the rental starting at 10AM. *As a courtesy*, you may deliver items for the event beginning at **2:00 PM** the day prior to your rental *provided there is no other rental scheduled for that day* (excluding - Monday rentals). Items are to be stored in the kitchen area until day of event. All items must be removed no later than the end of event (**post-event clean up must be done on day of event**). Non-food items may be stored in the kitchen until 12pm next business (day immediately following the rental) or you will incur an additional \$500 late fee. There is no early set up in the sculpture garden. **All set up and break down needs to occur the day of the rental.**  
**Renters are responsible for:**
  - i. Trash removal and appropriate disposal (including bathrooms). A dumpster is located in the lower parking lot for your convenience.
  - ii. The cleaning of all major spills as they happen.
  - iii. The return of the catering kitchen to its original condition. (Sinks, countertops, floors, ovens, refrigerators and freezer. Sinks and drains must be cleared of all food residue.)
5. **Service Provider Information:** Renter shall provide the Quinlan with the names and phone numbers of the caterer, equipment rental firm and any other service provider. **It is solely the responsibility of the Renter to take possession of any items dropped off for the event.** Unclaimed items will become the property of the Quinlan.
6. **Tables & Chairs:** Tables (60" diameter), chairs for up to two hundred and fifty (250) individuals and up to eight (8) six-foot banquet tables are included in the rental fee. Tables seat a maximum of 10 people. ***Rental fee does not include the set up or the breakdown of tables and chairs.*** Arrangements to perform this service will need to be made **by the Renter** with their caterer, party planner or other service provider. All tables and chairs must be returned to the appropriate storage and classroom areas. Failure to do so will result in five hundred (\$500) dollars being deducted from the cleaning/damage deposit.
7. **Smoking:** The Quinlan is a **non-smoking** facility. Renters must furnish ash trays/receptacles if smoking is to be permitted outside of the building. A fine of five hundred (\$500) dollars will be deducted from the refundable deposit if smoking materials are left on the grounds. There is **NO SMOKING** allowed in the sculpture garden. Smoking debris discarded in the garden will result in a five hundred (\$500) dollar fine.
8. **Forbidden Items:** The use of rice, birdseed, glitter, and confetti, fog machines, are prohibited on Quinlan grounds. Fireworks, sparklers and any and all other incendiary device are not allowed in or on the Quinlan

property. A fine of five hundred (\$500) dollars will be deducted from the refundable deposit if this rule is violated.

9. **Quinlan Systems:** Air Conditioning units, lights and electricity: Only Quinlan personnel or contracted security guard may adjust the air conditioning, heating system or lights. The air conditioning/heating must be left on. The electrical boxes may not be tampered with. All electrical needs must be met utilizing existing power outlets.
10. **Renter Liability:** While the Quinlan carries insurance on its contents, the deductible rating requires that any damage of less than two thousand (\$2,000) dollars be an insurance liability assumed by the individual financially responsible for the rental.
11. **Food Preparation:** Food preparation is limited to the catering kitchen *only*.
12. **“As Is” Facility:** The Quinlan facility will be provided “as is.” Exhibitions are planned years in advance. No works of art may be moved or lighting altered except by Quinlan personnel. The Quinlan staff will move exhibition items for the protection of the work only and not upon request on renter. The Quinlan is not responsible for any items left after an event.
13. **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. (Please consult with your private insurance provider for further information and to assure personal coverage, or [www.wedsafe.com](http://www.wedsafe.com)). Alcohol may be served by licensed bar-tenders only. Friends/family, unless licensed may NOT serve alcohol. The Quinlan is able to help secure bartenders should you require their services.
14. **Security Guard/Staff:** The Quinlan requires that a security guard/staff member be present for all private functions held before or after regular business hours. (The Quinlan is open Mon.-Fri. from 9 AM - 5 PM, Sat. from 10 AM - 4 PM.) The Security Guard/staff member is hired for the **protection of the art and the security of the building and grounds ONLY**. The Security Guard/staff member should **NOT** be asked to assist in any of the following duties: facility clean-up, packing, parking, table and chair storage, garbage removal, traffic direction or any other duty that other event service providers should be hired to perform. The security/staff member rate is non-negotiable and thirty-five (\$35) dollars per hour, minimum of 4 hours. **Full payment is due at the end of the event**, payable directly to the security guard/staff member on duty. A fifty (\$50) dollar per day late fee will be applied for each day that the payment is late. Refundable/Damage Deposit may be used to pay security guard if payment not made in a timely fashion.
15. **Tents:** The Quinlan Visual Arts Center has an overall maximum capacity of 300. The grounds are available (**upon written request**) for tented events, as necessary, to increase this number. Special arrangements should be made with Quinlan staff if you are planning on using the grounds for tented events.
16. **Interior and Exterior Decorations:** Floral arrangements and plants must be in leak-proof containers. All floral materials must be removed by the close of the contracted rental time. The use of exterior decorations such as vines, lights or any other addition that changes the appearance of the building façade or garden must first be approved, in writing. No-drip candles in glass vessels higher than the flame are required. Lights and drapery in the sculpture garden must be approved and utilize the hooks provided. Tape or adhesive may not be used on columns to secure lights. You may not put anything in the trees. No adhesives are to be used on any walls, door, etc.

17. **Gift Shop:** The Quinlan Gift Shop will be closed during facility rentals.

18. **Lobby:** The Walters Gallery (main entrance lobby) is **not** on the list of “Rental Options” (see page 4 of the Quinlan Visual Arts Center Rental Agreement.) Exceptions for the use of this space can be made at the discretion of the executive director. All requests for the use of the lobby and proposed table placement will need to be made in writing. Requests for tables for packages/gifts, guest books, photographs and floral arrangements will be considered. No tables **whatsoever** may be placed in front of the artwork in the lobby area and neither food nor beverage stations are permitted in the Walters Lobby.
19. **Special Requests:** Special requests for decorations, lobby use, tents, specialty food preparation stations, or any other request not defined above needs to be made *in writing* to: [info@qvac.org](mailto:info@qvac.org). Please include the date and time of your rental and the name of the responsible party with this request for it to be submitted and approved.
20. **Rental Duration:** All events must end at midnight on the rental date of contract. Break down, trash removal and any necessary clean-up may happen after. Security/staff fees are incurred until the last person leaves the facility/premise (For extended use fees, see page 4.)
21. **Children:** All children must be supervised at all times. The security guard/staff member is not a babysitter.
22. **Amplified Sound in Sculpture Garden:** All amplified noise in the sculpture garden must be finished by 10:30 p.m.. Any fines incurred for violation of the noise ordinance will be the responsibility of the renter. The garden must be vacated by 11:00 p.m. with the exception of clean up staff. If using amplified sound in the sculpture garden, please file an Amplifying Device Permit Application with the City of Gainesville. <http://www.gainesville.org/amplifying-device-permit/>

## RENTAL SPACES

Space	Area <i>(sq. ft.)</i>	Base Fee	Details:
<b>GALLERY LEVEL</b>			
❖ Mansfield Gallery	2,400	❖	Seating for up to 210. Table and chair use available free of charge. All gallery spaces are interconnected. Smart technology features Include drop down screen and projector. Must provide own laptop, DVD player, etc.
❖ Green Street Gallery	560	❖	Additional seating for up to 40.
❖ Bailey Gallery	470	❖	Usually used for buffet lines
❖ Thomas Gallery	340	❖	Usually used for access to Green Street gallery
❖ Moore Gallery	270	❖	
❖ Catering Kitchen	370	❖	<i>No deep-fat frying or open flame cooking is allowed indoors.</i>
❖ <b>Monday through Thursday RENTAL</b>	4,040 indoors + Sculpture Garden	<b>\$2,000</b>	<b>*Includes all spaces marked by ❖ plus Sculpture Garden</b>
❖ <b>Friday through Sunday RENTAL</b>	4,040 indoors + Sculpture Garden	<b>\$2,500</b>	<b>*Includes all spaces marked by ❖ plus Sculpture Garden</b>
<b>STUDIO LEVEL (Art Studios and Classrooms)</b>			
Payne Art Studio <b>PSR</b>		\$300 (for 4 hours) \$100/hr for each additional hr.	Available for rental, morning or afternoon during business hours. Additional staff fee (or security guard fee- see below) may apply for events occurring before and/or after business regular business hours. Please consult staff for necessary arrangements.
Tull / Jacobs / Norton Classroom <b>JNS</b>		\$400 (for 4 hours) \$100/hr for each additional hr.	May be divided into small studio space with dais perfect for life-drawing classes or used as one large workshop space. Additional staff fee (or security guard fee- see below) may apply for events occurring before and/or after business regular business hours. Please consult staff for necessary arrangements.

ADDITIONAL SERVICES AND FEES			
Service		Fee	Comments
**Security Guard/Staff Member	** <b>required</b>	\$35/hr 4 hour minimum	** <b>The Security Guard is the only mandatory service fee.</b> Four (4) hour minimum paid to personnel at the end of event; personnel provided by the Quinlan only. A \$50/day late fee will be applied for each day that the payment is late. May be billed to refundable/damage deposit if payment not made.
Tent	optional	Renter provided	Tents may be used by special arrangement.
Extra Day Fee	optional	\$1500 (each day)	Any set up before 2 PM the business day prior to event and any rental removals after 12:00 noon the business day after event will result in a charge of <b>\$1500</b> per day extra day fee.
Extended Use Fee	optional	\$500/hr for each additional hr.	For use of facility beyond contracted time. Rentals must conclude by midnight the rental date of contract. If you require additional time, you may extend for \$500/hour; rate is not prorated for portions of hours after midnight.
<b>FEES</b>			
Table and Chair breakdown		<b>\$500</b>	Any tables and chairs that are not returned to the original locations will result in a five hundred ( <b>\$500</b> ) dollar deduction from your refundable deposit.
Smoke Clean-up		<b>\$500</b>	If your guests plan to smoke (permitted outside only), please provide ash trays or cans for the disposal of smoking materials, failure to dispose of cigarette butts will result in a five hundred ( <b>\$500</b> ) dollar deduction from your refundable deposit. There is NO SMOKING permitted in the sculpture garden. Smoking debris left in the sculpture garden will result in an additional fine of \$500.
Noise Ordinance Violation		<b>TBD</b>	Per the City of Gainesville ( <a href="http://www.gainesville.org/amplifying-device-permit/">http://www.gainesville.org/amplifying-device-permit/</a> ) any violation of the 10:30 p.m. noise ordinance resulting in any fines will be due and payable from the financially responsible party.
Minor Clean up Fee		<b>\$50-\$100</b>	May be charged post-event per occurrence. Includes minor cleaning issues/spills including but not limited to: food left in refrigerator, food residues left in sinks, garbage, etc.
Major Spill Clean-up and/or Carpet and Upholstery Cleaning		<b>\$250/ spill</b>	Includes any and all spills that remain on the floors or walls following the event. This includes any food or beverage or other spills on carpets, upholstery and walls.
Improperly Affixed Exterior Decorations		<b>\$1,000</b>	Any items used (including but not limited to tapes and adhesives) to secure or hang draperies, floral, lighting other than the preinstalled hooks. Anything placed in trees.
Exterior Trash pickup		<b>\$250</b>	Includes any and all trash, food or other debris from event that is left in the parking lot, sculpture garden, grounds and on the exterior of the dumpster.



\$500  
Non-Refundable Deposit

-----  
Date Received

\$1000  
Cleaning/Damage Deposit (Refundable)

-----  
Date Received

**Cleaning/Damage Deposit:** \$1,000 deposit and Credit Card information required for refundable deposit. Up to \$1000 may be charged post event for rule violations, cleaning or damages (see Rules and Regulations.)

Credit Card Number -----  
Expiration Date ----- CVV -----  
Billing Address -----

Estimated Security Guard/Staff Members Fee: ----- Security is \$35/hour for a 4 hour minimum, due and payable at the end of the event; personnel arranged by the Quinlan only. A \$50/day late fee will be applied for each day that payment is late. May be billed to cleaning/damage deposit if payment not made in a timely fashion.

### RENTAL CHECKLIST

Yes/No	Please indicate the amenities you will be using:	Notes:
	Microphone: <b>\$50 additional</b>	Please make arrangements at least two weeks in advance with Quinlan staff for assistance.
	Audio/CD Equipment (6 CD Disc changer & Audio System) and/or projector/screen <b>\$200 additional</b>	Please make arrangements at least two (2) weeks in advance with Quinlan staff for assistance.
	Easels - for family and/or bride & groom portraits <b>\$50 per easel</b>	A maximum of three can be provided. Please make arrangements at least two (2) weeks in advance with Quinlan staff for assistance.
	Rectangular Tables (must be returned to classroom/studio spaces after event)	A maximum of eight (8) can be provided if they aren't being used in a classroom. Please make arrangements at least two weeks in advance with Quinlan staff for assistance.
	Special Requests (See no. 20 in <b>Rules for Rental</b> ) All additional requests need to be submitted in writing and approved by the Executive Director	Includes all special requests such as decorations, permission for lobby use, and other requests. Reminder: glitter, confetti, bird seed and the use of incendiary devices will NOT be approved. Please submit <u>in writing</u> to the executive director at least two (2) weeks in advance.
	Sculpture Garden Amplifying Device Permit Application	IF using amplified sound in the sculpture garden, please file an Amplifying Device Permit Application with the City of Gainesville. <a href="http://www.gainesville.org/amplifying-device-permit/">http://www.gainesville.org/amplifying-device-permit/</a>
Done?	Renter Responsibilities:	Notes:
	<b>Contact Names and Numbers:</b> ----- # ( ) - ----- # ( ) - ----- # ( ) -	Please provide us with the name and number of your catering company, equipment rental firm and any other service provider.
	Name and Number of Band or Entertainment Provider ----- # ( ) -	Please provide us with the name of the band/entertainment provider (if applicable).



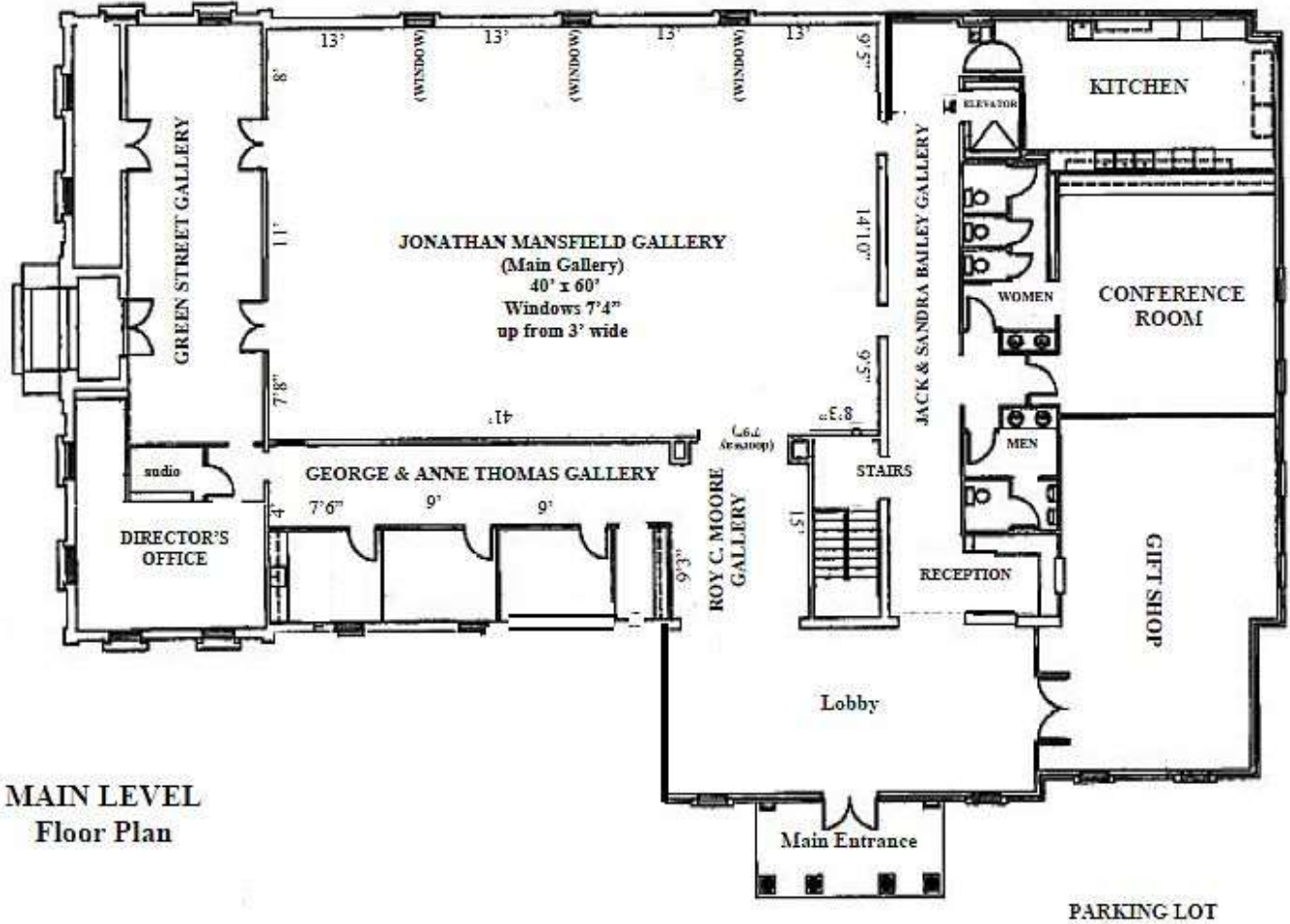
	Tables and Chairs (Set-Up and Break-down)	Please arrange for the set-up and break-down of tables and chairs. QVAC can provide assistance for an additional fee. A fine of five hundred (\$500) dollars will be deducted if these items are not returned to the storage closets and classroom spaces.
	Linens and Tableware	Please confirm with your caterer or rental company.
	Smoking Receptacles	A clean-up fee of five hundred (\$500) dollars will be deducted from your deposit if Quinlan staff removes discarded smoking materials from Quinlan grounds. No smoking in the sculpture garden. Smoking debris in the sculpture garden will result in a \$500 fine.
	Facility Clean-Up (please check in advance with your caterer for this service)	Facility must be cleaned of any major spills or discarded materials left behind, or a clean-up fee of five hundred (\$500) dollars will be deducted from your deposit.
	Payment of Security Guard/Staff Member Fee	Thirty-five (\$35) dollars an hour <i>or any portion of an hour</i> beginning at 5 PM Monday - Friday, 4 PM Saturday, or anytime the building is in use Sunday, for the duration of the event until the building is cleaned, secured and closed. This is the only mandatory fee that is due at the end of the event, payable directly to the security guard on duty.
	Paid in Full Rental Balance ONE MONTH prior to event date.	Please review checklist with Quinlan upon balance payment.
	Completed and signed Rental Agreement must be in the possession of the Quinlan ONE MONTH prior to event date.	If completed and signed contract is not returned to the Quinlan one month prior to the event date, the Quinlan will assume the event is cancelled. The Quinlan will issue a letter for tax purposes for your \$500 non-refundable deposit. The Quinlan will assume this a donation.

# GALLERY FLOORPLAN



**QUINLAN**  
VISUAL ARTS CENTER

514 Green Street, N.E.  
Gainesville, GA 30501  
(770) 536-2575 info@qvac.org



**MAIN LEVEL  
Floor Plan**

**HOW DID YOU HEAR ABOUT THE QUINLAN?**

- |   |  |
|---|--|
| <input type="checkbox"/> Friend/Family/Colleague    | <input type="checkbox"/> Bridal show           |
| <input type="checkbox"/> Attended an event at the Q | <input type="checkbox"/> Bridal Website        |
| <input type="checkbox"/> Visited the gallery        | <input type="checkbox"/> Magazine/Newspaper Ad |
| <input type="checkbox"/> Website                    | <input type="checkbox"/> Other: _____          |
| <input type="checkbox"/> Internet Search            |  |