



THE QUINLAN VISUAL ARTS CENTER

A Unique Setting for Your Special Event

Rental Options:

- 5 large gallery spaces
- Deluxe Catering Kitchen
 - Art Studios
 - Conference Room
- Tables and Chairs for up to 250*
(*maximum capacity 300, 250 seated)

Added Complimentary Benefits:

- **No Hidden Fees!**
- **Choose Your Own Vendors.**
- **Free** Early “Set Up” and Photograph Time.
 - **Free** Bridal Changing Room.
- **Extended Hours (Stay Until *Midnight!*)**
- **Free** Family Membership with each Deluxe Rental!
- **Complimentary** Coat Check Room and Audio System (upon request)
SPECIAL RATES FOR SUNDAY THRU FRIDAY

FOR AVAILABILITY, PLEASE CONTACT US:

QUINLAN VISUAL ARTS CENTER

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

Phone: (770) 536-2575 Fax: (678) 343-2738
e-mail: info@quinlanartscenter.org
www.quinlanartscenter.org

No appointment necessary! Hours of Operation: Monday – Friday 9AM-5PM, Saturday 10AM-4PM

*The Quinlan is a nonprofit, privately owned and operated facility.
Its membership provides for its maintenance and operation through dues, donations and volunteer service.*

RENTAL AGREEMENT

The Board of Directors and Staff of the Quinlan Visual Arts Center (hereafter, the Quinlan) welcome interested groups to hold meetings, receptions, showers, recitals, performances and programs in the Quinlan facilities. We offer an extraordinary setting for your special event against a backdrop of original art work.

The Board reserves the right to disapprove any request without any reason or cause.

RULES FOR RENTAL

1. **Non-Refundable Deposit:** To reserve your date, a non-refundable deposit of five hundred (\$500.00) dollars for the Deluxe Rental (or two hundred and fifty (\$250.00) for small party rental.) The deposit is part of the base fee and may be transferred to another date within the calendar year.
2. **Refundable Deposit:** A credit card imprint will also be retained, but not authorized, for five hundred (\$500.00) dollars. This is the *refundable* cleaning /damage deposit. The credit card imprint may be used for damages in excess of five hundred (\$500.00) dollars. **Receipt of both deposits will confirm your date.**
3. **Rental Fee:** The balance of the rental fee will be due two weeks prior to facility use.
4. **Renter Responsibilities:** 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 Sunday rentals). To reserve the day prior, you may pay a \$500 "extra day" fee. 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 "extra day" fee. All renters are responsible for:
 - i. Trash removal and appropriate disposal. (A dumpster is located in the lower parking lot.)
 - 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 freezers. Sinks and drains should be cleared of all food residue.)
5. **Service Provider Information:** Prior to rental approval, 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 and chairs for up to two hundred and fifty (250) individuals are available for use and included in the rental fee (Tables are 60" in diameter and seat a maximum of 10 people.) **Rental fee does not include the set up or the break down of tables and chairs.** Arrangements to perform this service will need to be made **by the Renter** with their caterer, party planner or other event service provider. All tables and chairs that are used must be returned to the appropriate storage areas. Failure to do so will result in four hundred (\$400) dollars being deducted from the security deposit. As a courtesy, we also have available up to eight (8) six-foot banquet tables. Tables need to be returned to the studio spaces immediately following the event.
7. **Smoking:** The Quinlan is a **non-smoking** facility. Renters must furnish ash trays if smoking is to be permitted outside of the building. A fine of two hundred (\$200.00) dollars will be deducted from the refundable deposit if smoking materials are left on the grounds.
8. **Air Conditioning and Lights:** Only Quinlan personnel or contracted security guard may adjust the air conditioning, heating system or lights. The air conditioning /heating must be left on.
9. **Renter Liability:** While the Quinlan carries insurance on its contents, the deductible rating requires that any damage of less than two thousand (\$2,000.00) dollars be an insurance liability assumed by the individual financially responsible for the rental.
10. **Food Preparation:** Food preparation is limited to the catering kitchen *only*.
11. **"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 at any time except by Quinlan personnel. The Quinlan staff will move exhibition items for the protection of the work only.

RULES FOR RENTAL *(continued)*

12. **Alcohol:** Alcoholic beverages may be provided by the client. Alcohol may not be sold on Quinlan premises. Should you choose to offer alcohol to your guests you assume full liability for any death, injury, or damage to, or caused by you and /or your guests, or any action on the part of you or your guests. **Client agrees to hold Quinlan Visual Arts Center harmless for any alcohol related claim that may arise.** Client further agrees to hold harmless any Quinlan Visual Arts Center staff, security guard or other personnel for any claim of negligence related to the service of alcohol at your event. If you offer alcohol, you must agree to provide a taxi or limo service to shuttle your guests who are unsafe to drive. (Please consult with your private insurance provider for further information and to assure personal coverage, or www.wedsafe.com.)
13. **Security Guard:** The Quinlan requires that security be present for all private functions held before or after regular business hours. (The Quinlan is open Mon.-Fri. from 9AM -5 PM, Sat. from 10 AM-4 P.) The Security Guard is hired for the **protection of the art and the security of the building ONLY**. The Security Guard 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 rate is non negotiable and thirty-five (\$35.00) dollars per hour, minimum of 4 hours. Full payment is due no later than the business day following the event. After one week a \$10 late fee will be applied for each day that the payment is late.
14. **Forbidden Items:** The use of rice, birdseed, glitter, and confetti, 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 two hundred (\$200.00) dollars will be deducted from the refundable deposit if this rule is violated.
15. **Tents:** The Quinlan Visual Arts Center has an overall maximum capacity of 300. The grounds are available upon 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 must first be approved, in writing, by the executive director. No drip candles in glass vessels higher than the flame are required.
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, 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. **Check List:** Please complete & sign our **Rental Agreement Checklist** located on page 7 of this Rental Agreement, and return it when you pay your balance at least two weeks prior to the date of your event.
20. **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@quinlanartscenter.org or faxed to (678) 343-2738. 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.
21. **Complimentary Amenities:** Backdrop of the Quinlan's permanent art collection and featured exhibitions, coat check room, audio system and microphone (*available by request*), bridal party changing room (*available by request*), and **Complimentary 1-year Family Membership (Deluxe Rentals only, see detailed description on page 4.)**

RENTAL OPTIONS

| Space | Area (sq. ft.) | Base Fee | Comments |
|---|-------------------|--|--|
| MAIN LEVEL | | | |
| Maximum Capacity: 300 (See floor plan on page 8.) | | | |
| ❖ Mansfield Gallery | 2,400 | ❖ | Seating for up to 210 (Table and chair use available free of charge.) |
| ❖ Green Street Gallery | 560 | ❖ | Additional seating for up to 40 (Table and chair use available free of charge.) |
| ❖ Bailey Gallery | 470 | ❖ | |
| ❖ Thomas Gallery | 340 | ❖ | |
| ❖ Moore Gallery | 270 | ❖ | |
| ❖ Catering Kitchen | 370 | ❖ | <i>No deep-fat frying is allowed.</i> |
| ❖ Deluxe Rental Saturdays | 4,040 | \$2,000 | *Includes all spaces marked by ❖ See "Rules for Rental" #4 pg. 2 for details <i>Free Family Membership with this rental! (see page 5)</i> |
| ❖ Sunday-Friday | 4,040 | \$1,500 | "off-day" rate, *Includes all spaces marked by ❖ See "Rules for Rental" #4 pg. 2 for details |
| Small-Party Rental (Green Street Gallery) | 560 | \$500 (for 4 hours) | Includes seating for up to 40 (tables and chairs available) for up to 4 hours. (Small party deposit: \$250.) <i>Security Guard required if space is used during non-business hours (see page 1 for hours of operation.) Use of kitchen included.</i> |
| Edith Quinlan Rankin Conference Room | 540 | \$300 for first four hours; \$100/hr for each additional hour | Includes seating for 16-20. Smart technology features: Drop down screen & internet capabilities. Additional staff fee of \$10.00/hr. applies for events occurring before and/or after business regular business hours. Please consult staff for necessary arrangements. |
| SECOND LEVEL (Art Studios and Classrooms) | | | |
| Payne Art Studio | | \$100 (for 4 hours) | Available for 4-hour rentals, morning or afternoon |
| Tull / Jacobs / Norton Classroom | | \$150 (for 4 hours) | Daily and weekly rentals only; may be divided into small studio space with dais perfect for life-drawing classes or used as one large workshop space. |
| ADDITIONAL SERVICES AND FEES | | | |
| Service | | Fee | Comments |
| *Security Guard | | \$35/hr | Minimum of 4 hours; personnel provided by the Quinlan only. *The Security Guard is the only mandatory service fee. |
| Tent / Pavilion | | TBD | Tents or pavilions may be used by special arrangement. |
| "Extra Day" Fee | | \$500 (each day) | Any set up before 2PM 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 \$500 per day "extra day" fee. |
| Extended Use Fee | | \$150 for first hour; \$250/hr for each additional hr. | For use of facility beyond contracted time. <i>Rentals may not be extended beyond 2:00 AM under any circumstances.</i> |
| Table and Chair set up and break down | | TBD | *If arrangements are not made with your caterer or other service provider, the Quinlan can provide this service for an additional fee. Fees vary in accordance to event capacity & availability. Please contact staff (2) weeks prior to your event if this service is required and to obtain a quote. |
| ADDITIONAL FINES | | | |
| Table and Chair removal | | \$400 | Any tables and chairs that are not returned to the original locations will result in a \$400 fee. |
| Smoker Clean-up | | \$200 | If your guests plan to smoke (permitted outside only), please provide ash trays or cans for the disposal of smoking materials, failure to do so results in a \$200 deduction from your deposit. |



QUINLAN VISUAL ARTS CENTER

RENTAL CONFIRMATION/ STATEMENT OF AGREEMENT

The Quinlan Visual Arts Center thanks you for your patronage and support of our arts programs. Your signature below affirms that you have read and understand the rules set forth in this Rental Agreement. Any violation of these rules will result in forfeiture of all or part of your deposit and may cause you to incur additional expenses for damages.

The financially responsible party agrees to pay all applicable fees and deposits as described in the Rental Agreement. The financially responsible party agrees also to pay for all repairs resulting from any damage to the premises during the period of this agreement, including but not limited to, charges for any long-distance or other unauthorized toll phone calls made during the period of the agreement.

Renter agrees to prohibit the conduct of illegal activities on the premises during the period of the agreement. Renter agrees to maintain orderly conduct and promote proper and lawful use of the premises, both interior and exterior, and follow all facility rules as set forth in the Rental Agreement. Failure on behalf of the Renter to abide by the laws of the State of Georgia and Ordinances of Gainesville and Hall County may result in this agreement being voided immediately and the Renter being required to leave the premises upon immediate notice by law enforcement.

Renter and financially responsible party agree to indemnify, protect and hold harmless the Quinlan Visual Arts Center, its Board of Directors, officers, employees, agents and servants from all claims, demands, actions, suits, damages, loss and expenses of whatever kind or nature to any person or to any property arising out of or in connection with the Agreement herein for the utilization of said facility and to pay for any costs associated with the above resulting from the use of the facility by the Renter.

Renter's Signature *(please read entire document before signing)*

Date

Financially Responsible Party's Signature

Date

Date Contracted for Rental

Time of Contracted Rental

Director's Signature

Balance Due By Date

Deposit Fee amount paid Date

Balance Amount Paid Date

HOW DID YOU HEAR ABOUT US?

- Friend/Family/Colleague
- Attend an event here
- Visiting the gallery
- Our Website
- Internet Search
- My Bella Wedding* magazine
- Bridal show
- Bridal Website
- Magazine/Newspaper Ad
- Other: _____

RENTAL CHECKLIST

| Yes/No | Please indicate the amenities you will be using: | Notes: |
|--------|---|--|
| | Microphone | Please make arrangements at least two weeks in advance with Quinlan staff for assistance. |
| | Audio/CD Equipment (6 CD Disc changer & Audio System) | Please make arrangements at least two weeks in advance with Quinlan staff for assistance. |
| | # of Easels - for family and/or bride & groom portraits | A maximum of three can be provided. Please make arrangements at least two weeks in advance with Quinlan staff for assistance. |
| | # of Six Foot 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 Rules for Rental) 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 weeks in advance. |
| Done? | Renter Responsibilities: | Notes: |
| | Contact Names and Numbers: _____ # () - _____ # () - _____ # () - _____ # () - | 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 & Chairs (Set-Up and Break-down) | Please arrange for the set-up and break-down of tables & chairs. (QVAC can provide assistance for an additional fee. A fine of \$400 will be incurred if these items are not returned to the storage closets and classroom spaces.) |
| | Linens & Tableware | Please confirm with your caterer or rental company. |
| | Smoking Receptacles | A clean-up fee of \$200.00 will be charged if Quinlan staff removes discarded smoking materials from Quinlan grounds. (QVAC can provide assistance for an additional fee.) |
| | 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 \$500.00 cleaning fee will apply. |
| | Payment of Security Guard Fee | \$35.00 an hour fee beginning at 4PM (Sat) or 5 pm (Mon-Fri) on the day of the event until the building is secured and closed. Due the following business day. <i>Late payments will incur \$10/day late fee.</i> |
| | Paid in Full Rental Balance two weeks prior to event date ___/___/___ | Please submit final payment with this checklist. |

