

## **Frequently Asked Questions: Renting the Quinlan Visual Arts Center**

**How much does it cost to rent the Quinlan?** \$2,000 on Saturday, \$1500-Sunday thru Friday. 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, audio system and microphone (*available by request*), 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, but if you have questions it is recommended that you make one. 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 professional 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?** You may set up at 2:00 PM the day prior to your rental, **provided there isn't another rental scheduled for that day**. There is an "extra day" fee of \$500 if you wish to setup earlier than 2 PM on the day prior to your rental.

**How late can we stay?** **Midnight**. After 12 PM you will be charged an additional \$150 for the first hour, \$250 each additional hour.

**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.

**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 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 \$200 will be applied prohibited items require clean up services.

**What about smoking?** You must provide receptacles for cigarette butts. The above \$200 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.

**Can the lights be dimmed?** Our lights do not have dimmers. However, we can turn off lights to create the desired effect.

**Can we have tents outside?** Yes. Please consult staff when considering this option.

**Can we move the artwork?** No. Artwork can be moved only by Quinlan personnel and only for the safety of the work.

**Who provides security for our event?** Lanier Gilmer, former Hall County Sherriff has access and knowledge of our building for the safety and security of your guests and the art work. **His non negotiable rate is \$35 an hour**. Full payment is due no later than the business day following the event. After one week, a \$10 late fee will be applied each day that the payment is late.