



# RENTAL AGREEMENT

The Carnegie Library is home to the Albany Area Arts Council. The building serves as an arts welcome center, a facility for arts and culture organizations, and an art gallery. The beautiful historic building is available for rent through the Albany Area Arts Council.

## VENUE FEATURES:

- Over 2000 square feet of meeting and entertaining space
- Multiple rooms
- Spacious conference room with large board room table
- Kitchen
- Local art on exhibit throughout facility
- Adjoining parking lot
- Handicap accessible
- Convenient downtown location

## RENTAL RATES:

Entire Facility: (weekday evenings, weekends and holidays) Weddings, Receptions, Parties, Dances, Dinners, and Luncheons

\$75 non-refundable reservation fee – due at time of booking

\$75 security deposit – due at time of booking

\$75 per hour – due 7 days prior to rental (balance for additional time billable as needed)

To reserve a date, you must sign a rental contract and pay the reservation fee and security deposit totaling \$150. The remaining balance due is due 7 business days prior to event. A \$35 fee will be assessed for each returned check.

- Reservation fee of \$75 is required when reservation is made. It is non-refundable.
- Security deposit of \$75 is required when reservation is made.
- Security deposit is fully refundable if reservation is cancelled.
- Security deposit will not be refunded in part or in total if property damage or theft occurs, facility is not properly cleaned, or other loss is perceived by the Director. This decision is made at the Director's discretion and could involve additional costs if the perceived loss is significant.

- Rental cost is \$75 per hour. Payment for the contracted number of hours is due 7 days prior to the rental.
- Rental time includes event set up, event, and cleanup.
- Any time in excess of the contracted number of hours will be deducted from the security deposit and / or billed as needed.
- Security guard is required throughout rental time period. The security guard fee is included in the hourly rental charge. The Arts Council will make all security arrangements for rental.

**Conference Room:** (Monday-Friday 10am-4pm / holidays excluded)

- Meetings, Showers, Receptions, and Luncheons
- Includes use of Kitchen and bathrooms
- \$50 per hour

**RENTAL RATES:**

Please check one: Full Facility Rental:  Conference Room Rental:

Date of Event: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Hours of Event: \_\_\_\_\_

Name of Organization/Party: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

Address of Contact Person: \_\_\_\_\_

Email Address: \_\_\_\_\_

Contact Phone Numbers: Work \_\_\_\_\_ Cell \_\_\_\_\_

**FACILITY RENTAL POLICIES:**

- The proposed use must be of a size and nature that will not risk damage or destruction of the exhibits and historic premises or otherwise violate fire, security or safety regulations.
- The renter is responsible for all expenses associated with the event including but not limited to making all necessary catering arrangements, decorations, the removal of equipment, decorations and garbage not belonging to the Council immediately following event.
- No alcohol may be sold on the premises
- No smoking is allowed indoors
- No artwork is to be touched, moved or disturbed in any way.
- No decorations, nails, tape etc may be attached to walls, ceilings or floors.

- Only votive candles may be used inside. Fireplace is for decorative use only.
- The renter shall be responsible for any loss or damage to the property or exhibits of Albany Area Arts Council and shall indemnify and hold the Council harmless for any claims arising from the use of the rented facilities. Damage occurring during rental period will result in forfeiture of security deposit. Renter is also responsible for damages exceeding the \$75 security deposit.
- There are 60 folding chairs, 2 eight foot tables, 15 six foot tables and 10 round tables (72") available for use. These are stored in a closet at the rear of our conference room. Set up, cleaning, and return of all chairs and/or tables is the responsibility of the renter (see diagrams in storage closet).

**I agree to abide by all the policies as stipulated in this rental contract:**

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**DEPOSIT:**

Amount Paid: \_\_\_\_\_

Date Paid: \_\_\_\_\_

Payment Method/Check Number: \_\_\_\_\_

Notes: \_\_\_\_\_

**BALANCE:**

Amount Paid: \_\_\_\_\_

Date Paid: \_\_\_\_\_

Payment Method/Check Number: \_\_\_\_\_

Notes: \_\_\_\_\_

**RENTAL NOTES:**

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**CONTACT AAAC**

Albany Area Arts Council, Inc.  
 Historic Carnegie Library Building  
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