



## **FACILITY RENTAL AGREEMENT**

Albany Area Arts Council  
215 N. Jackson St., Albany, GA 31701  
www.albanyartscouncil.org – (229) 439-2787

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.

## **VENUES FEATURES**

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

## **ENTIRE FACILITY**

Available on weekday evenings, weekends and holidays for weddings, receptions, parties, dances, dinners, and luncheons.

- \$75 non-refundable reservation fee – due at time of booking
- \$100 security deposit – due at time of booking
- \$100 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 \$175. 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 \$100 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 \$100 per hour. Payment for the contracted number of hours is due 7 days prior to the rental. Minimum of two hours for entire facility rentals.
- 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.

## RENTAL RATES

ENTIRE FACILITY	RATE	SECURITY DEPOSIT	RESERVATION FEE	TOTAL
<b>Full Day (8 hrs)</b>	\$650	\$100	\$75	\$825
<b>Half Day (4 hrs)</b>	\$350	\$100	\$75	\$525
<b>Hourly (2 hr min)</b>	\$100	\$100	\$75	\$375+

## CONFERENCE ROOM

Available Monday through Friday from 8am to 5pm with holidays excluded.

- Meetings, Showers, Receptions, and Luncheons
- Includes use of Kitchen and bathrooms
- Access to 60 folding chairs, 2 eight foot tables, 15 six foot tables and 10 round tables (60") available for use.

**RENTAL RATES: \$75 per hour.** No reservation fee or security deposit required.

## EVENT INFORMATION

**Entire Facility:** Full Day    Half Day    Hourly: \_\_\_\_\_    **Conference Room:** Hourly: \_\_\_\_\_

Date of Event: \_\_\_\_\_    Number of Attendees: \_\_\_\_\_

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 Arts 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 \$100 security deposit.
- There are 60 folding chairs, 2 eight foot tables, 15 six foot tables and 10 round tables (60") 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 contact:**

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

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### OFFICE USE ONLY

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#### DEPOSIT:

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

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

Payment Method/Check #: \_\_\_\_\_

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

#### BALANCE:

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

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

Payment Method/Check #: \_\_\_\_\_

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