

# **Berkeley Art Center**

## **Facility Rental Fees Terms and Conditions**

### **Categories of Rental Uses**

#### **1. Organizational Non-Profit Partners**

These pre-selected organizations and groups directly serve the BAC's mission, and have a direct relationship to the arts. The potential benefits for developing formalized partnerships with these entities, including opportunities for cross-promotion, suggest that it is in the best interests of BAC to offer the facility at a nominal cost to be determined case-by-case. The renter must conform to all rules regarding room set-up and food and drinks.

##### **Terms of Use:**

- A. Payment of yearly Business Member partnership of \$250 enables the partner to two free events. Additional events would be charged at the rate of \$100 per event.
- B. A member of the Art Center staff shall be present in the Art Center for all events scheduled. An attendant fee of \$25 per hour will be charged in addition to facility rental fees.
- C. No regularly scheduled monthly events will be permitted.
- D. A standardized rental agreement will be entered into for each event.
- E. Rehearsal times cannot be guaranteed and shall be permitted at the discretion of the Executive Director of Berkeley Art Center.
- F. Additional liability coverage may be necessary, to be determined by Executive Director.
- G. Payment for the facility rental must be paid in advance.

#### **2. Individual Artists or Groups for Workshops, Lectures, etc.**

These non-profit and for-profit groups do not have a direct relationship to BAC, however they provide services to the community, and are in some cases, related to the BAC mission. The renter must conform to all rules regarding room set-up and food and drinks.

##### **Terms of Use:**

- A. Non-profit groups must pay a rental fee at the rate of \$300 for a four-hour minimum (\$75 per hour), and \$80 per hour thereafter.
- B. For-profit groups must pay a rental fee of \$400 for a four-hour minimum and \$100 per hour thereafter.
- C. A member of the Art Center staff shall be present in the Art Center for all events scheduled. An attendant fee of \$25 per hour will be charged in addition to facility rental fees.

- D. A standardized rental agreement will be entered into for each event.
- E. Rehearsal times cannot be guaranteed and shall be permitted at the discretion of the Executive Director of Berkeley Art Center.
- F. Additional liability coverage may be necessary, to be determined by Executive Director.
- G. Payment for the facility rental must be paid in advance.

### **3. Private and For-profit Users for Meetings, Receptions, Parties, Unrelated to BAC's Mission**

These private entities, members and/or for-profit business groups are interested in renting the facility for meetings, special events, receptions, weddings and parties. Their interests are not at all related to the BAC mission. Scheduled dates must correspond to available dates that work around BAC's regular exhibition programs, de-installation, events, and/or other organizational considerations.

#### **Terms of Use:**

- A. A signed rental agreement including a certificate of liability insurance is required. All outside parties using the Art Center facility, both public and private, must carry their own liability insurance for any incidents arising from their use of the facility. BAC can provide information about special event liability insurance.
- B. Rental rate is \$600 for first four hours (\$150 per hour) and \$100/hour thereafter.
- C. A \$100 refundable security deposit/ cleaning fee is required at the signing of the contract.
- D. A gallery attendant for the event is required and costs an additional \$25 per hour.
- E. Rehearsal times cannot be guaranteed and shall be permitted at the discretion of the Executive Director, and availability at an additional rate of \$100 per hour.
- F. Additional gallery attendants or technicians set up and break down of chairs/tables by gallery staff, use of the Center's electronic media devices, etc. are all extra charges, to be determined.
- G. The renter must conform to all rules regarding room set-up and food and drinks.