



# RENTAL AGREEMENT

## FACILITIES

The Arts Council of York County (ACYC) leases the Center for the Arts and the Tom S. Gettys Center for private event rentals. These facilities are designed to serve cultural needs within York County, South Carolina.

### **CENTER FOR THE ARTS** | 121 East Main Street, Rock Hill, SC 29730

The Center for the Arts (CFA) is the perfect setting for formal events such as weddings and receptions, casual birthday parties, and business meetings. The fine art exhibits serve as the backdrop for these events lending an elegant feel to the room. The rental of the building includes the Dalton and Perimeter Galleries on the main level, and the Edmund D. Lewandowski Classroom Gallery on the lower level. The main level has laminate flooring, while the lower level is painted concrete. Entrance to the Center for the Arts is through the front door on East Main Street and through the side entrance in Cotton Alley.

Occupancy: 200 (100 can be seated in the Dalton Gallery)

Center for the Arts includes the Dalton Gallery, Perimeter Gallery, Edmund D. Lewandowski Classroom, small prep space, two single occupancy restrooms, tables, chairs, and Building Staff. The ACYC does not provide linens, serving equipment, or items not listed above. The Renter is responsible for setup and breakdown, including all tables, chairs, and trash removal.

Available tables and chairs:

- |                                    |  |
|------------------------------------|--|
| (160) Black Plastic Folding Chairs | (12) 6' Plastic Rectangle Folding Tables |
| (16) 5' Round Tables               | (2) 6' Wooden Rectangle Folding Tables   |

### **TOM S. GETTYS CENTER** | 201 East Main Street, Rock Hill, SC 29730

The Tom S. Gettys Center (Gettys) is the ideal location for small weddings and receptions, birthday parties, performances, luncheons, and business meetings. The marble lobby of the 1931 post office serves as a grand entryway to the Courtroom on the second floor. The Courtroom has been restored to its original grandeur - complete with judge's bench, dark wood paneling, and a high tin ceiling. This space is fully carpeted and features large windows with room-darkening shades.

Occupancy: 118 (fire code).

Tom S. Gettys Center includes the Courtroom and Lobby, catering kitchen, restrooms on 2nd floor, tables, chairs, and Building Staff. The ACYC does not provide linens, serving equipment, or items not listed above. The Renter is responsible for setup and breakdown, including all tables, chairs, and trash removal.

Available tables and chairs:

- |  |   |
|--|---|
| (120) Metal Cushioned Chairs             | (3) 6' Wooden Rectangle Folding Tables  |
| (16) 5' Round Folding Tables             | (3) Large Wooden Tables, varying sizes ( <i>These are a fixed part of the Courtroom. They may be moved within the room but cannot be taken out.</i> ) |
| (14) 6' Plastic Rectangle Folding Tables |   |

## AVAILABILITY

Availability is dependent upon ACYC programming, gallery exhibits, and art classes. Event Rentals may be scheduled during the hours listed below. Setup and breakdown must take place during the event rental period.

Events must end by 11 PM and breakdown must be finished by 12 Midnight.

### **The Center for the Arts is available:**

- Friday | 4 PM - 12 Midnight
- Saturday | 4 PM - 12 Midnight
- Sunday | 9 AM - 12 Midnight

### **The Tom S. Gettys Center is available:**

- Friday | 9 AM - 12 Midnight
- Saturday | 9 AM - 12 Midnight
- Sunday | 1 PM - 12 Midnight

## SECURE A DATE

To secure a rental date, the following tasks must be completed. Until all three tasks are complete and the contract has been approved by ACYC, the date is not reserved and may be given to another renter.

### **1. A completed and signed contract must be submitted and approved by ACYC.**

Any changes to rental contract (ex: rental time) must be requested in writing (via email) no later than 15 days prior to event. The approval of changes is not guaranteed.

### **2. The \$500 Security Deposit must be paid.**

### **3. A copy of your driver's license must be submitted to ACYC.**

Any misrepresentation of the use of the facility may result in loss of security deposit or cancellation of the event.

## RENTAL FEES

The Center for the Arts and Tom S. Gettys Center are rented by the hour. The minimum time that can be rented is 2 hours, and the maximum time is 12 hours. Since each event is different, you must call the ACYC to discuss the details and pricing of your event. A fee will be quoted based on the requirements of your event.

### **RENTAL FEE | \$300 PER HOUR**

The rental time must include the setup, event, and breakdown time needed. The needs of vendors (decorator, caterer, DJ, florist, etc.) should be considered when determining hours needed before and after the event. The Renter will be charged \$200 per half hour (rounded up) when occupancy exceeds the contracted time period. This includes the breakdown of the event. Any fee that exceeds the amount of the security deposit will be billed after the event.

The security deposit (\$500) is not included in the rental fee.

## PAYMENT DEADLINE

Full payment of the Rental Fee is required 15 days in advance of the event. Failure to complete payment by the due date will result in cancellation of the event and loss of the Security Deposit.

## SECURITY DEPOSIT

The Security Deposit is required to reserve the date of the event and is not included in the rental fee.

### SECURITY DEPOSIT | \$500

In the event of a cancellation, the Security Deposit is not refundable except in extreme circumstances.

After the event, the Security Deposit is refundable if:

#### 1. The facility, ACYC equipment, and artwork are left in their original condition.

The Renter is responsible for the replacement or repair of broken and/or damaged property caused by the Renter, Caterer, or Guests with the exception of normal wear and tear. **Any alterations, damage, or destruction of artwork requires the purchase of said artwork at the listed sales price. If the artwork is not for sale, the renter will be charged the insurance value previously provided by the artist.**

ACYC will charge the Renter reimbursement costs for damaged furniture, equipment, artwork, and/or the ACYC Facility and its contents. Decisions regarding repair and/or damages will be determined by the ACYC Executive Director. The Renter is obligated to report any damage to the Building Staff.

Any fee that exceeds the amount of the Security Deposit will be billed after the event.

#### 2. The facility was properly cleaned and vacated by the end of the contracted rental time.

The Renter will be charged \$200 per half hour (rounded up) when occupancy exceeds the contracted time period. This includes the breakdown of the event. Any fee that exceeds the amount of the security deposit will be billed after the event.

#### 3. The Event Survey is returned within 30 days of the event.

The Event Survey will be sent via email following the rental. No amount of the Security Deposit will be refunded until the Event Survey is completed and returned to the ACYC.

## LIABILITY

The Renter agrees to assume responsibility for illness or injury resulting from the event (including food poisoning, COVID-19, alcohol consumption, etc.) and for loss of property of any attendee including but not limited to guests, caterers, musicians, and photographers. The Renter is also responsible for damage or theft to the facility, artwork, equipment, and/or materials during rental hours. The Renter assumes liability for all vendors (ex. caterer, musician, photographer) and any damage caused by the vendors.

An adult who is 25 years of age or older must serve as co-signatory for events hosted by individuals who are under the age of 25. This adult must be present throughout the duration of the event. The co-signatory must be listed as the secondary contact, sign the contract, and also provide a copy of their driver's license.

If a) alcohol will be sold or b) admission will be charged and alcohol will be served, a copy of the Alcohol License must be provided 15 days prior to the event. Events that require an Alcohol License and do not provide a copy of one to ACYC 15 days prior to the event are subject to cancellation and loss of the Security Deposit.

## SETUP & BREAKDOWN

- The Renter is responsible for setup and breakdown, including all tables, chairs, and trash removal.
- Setup and breakdown for an event may not occur outside of the contracted rental time.
- All areas used by the Caterer or Renter, including kitchen and the appliances within, must be cleaned at the conclusion of the contracted time.
- All ACYC tables and chairs must be properly put away.

- All floors used during the function, including kitchen, must be free of debris.
- All trash must be removed from kitchen and event areas and placed in outside dumpster.
- Anything brought into the facility (ex: decorations, high top tables, food and drinks, etc.) must be removed.

## **BUILDING STAFF**

A Building Staff person will be hired by ACYC for supervision during the event. The provided Building Staff is not a bouncer. Building Staff will be on-site during all hours of the rental, including setup and breakdown.

## **CATERERS**

- It is the Renter's responsibility to hire caterers and bartenders.
- If a Caterer is hired, a catering firm supervisor must be present throughout the function, including: setup, breakdown, clean up, and trash removal.
- Caterers/Renters must exercise caution when bringing in supplies to the facility. (No objects are to be placed on or against the walls or artwork.)
- Caterers/Renters must remove trash at the end of the evening. Black plastic garbage bags will be provided. Please do not drag leaking bags across floors.
- The Renter and the Caterer assume all liability regarding alcoholic beverages served and consumed during their event. If there will be a cash bar or admission will be charged for the event, Renter is required to obtain an alcohol permit from the Department of Revenue.
- The Renter and Caterer assume all liability for food related illness, reactions, injury, etc.

## **ADDITIONAL RULES**

### **GALLERY EXPECTATIONS**

- The Center for the Arts and the Tom S. Gettys Center will contain art on display. These works are to be considered a fixed part of the rented space and are not to be touched, moved, altered, or rearranged in any manner.
- Gallery exhibits change regularly. A schedule of upcoming exhibits in the Dalton Gallery can be found on [yorkcountyarts.org](http://yorkcountyarts.org). Exhibits in other galleries are not scheduled as far in advance and may not be known until closer to the event date.
- The Lewandowski Classroom Gallery (basement of the CFA) serves as a gallery for students. Please be aware that student artwork may be on display, even if the walls are empty during facility visits before an event.
- Please refrain from chewing gum in the facilities.

### **DECORATIONS**

- ACYC reserves the right to review event plans, including décor and entertainment.
- Decorating with pipe and drape is prohibited in the Dalton Gallery and Perimeter Gallery. It is allowed in the Lewandowski Classroom Gallery (basement of the CFA) and in the Courtroom at the Tom S. Gettys Center.
- Inside decorations are limited to free standing or tabletop items only. At no time and under no circumstances will decorations (streamers, balloons, bunting, etc.) be attached in any fashion to the galleries, reception halls, walls, light fixtures, windows, and/or ceilings.
- Tables, chairs, pipe and drape, and decorations must be a minimum of one (1) foot away from walls and sculptures.

- Candles and open flames are not allowed. Only decorative electric candles are permitted.
- Loose glitter, confetti, rice, and birdseed are not allowed in the facilities.
- Fundraising for political parties, political action committees, and individual candidates is allowed, but signage outside or inside the building facing the public is prohibited.

## **OUTDOORS**

- All event setup should remain inside the Center for the Arts or Tom S. Gettys Center; the sidewalks and alleys are public spaces.
- Rice, confetti, glitter, sprinkles, and other small materials are not allowed to be thrown outside either building.
- Sparklers and bubbles are only allowed outside.
- Spray painting is not allowed inside or outside either building.

## **PARKING**

- **Center for the Arts** | Public parking is available on East Main Street and in the White Street Parking Lot (located behind the Wells Fargo Bank). A loading zone is located behind the Center for the Arts. Please remove vehicles from the loading zone promptly after unloading and loading.
- **Tom S. Gettys Center** | Public parking is available on East Main Street, Caldwell Street, and in the White Street Parking Lot (located across Caldwell Street). The lot located behind the Tom S. Gettys Center is restricted to tenants and their guests 8 AM - 6 PM. Non-reserved parking spots may be used after 6 PM and on the weekends. Spaces reserved for the Solicitor's Office may not be used at any time. A loading dock is located behind the Tom S. Gettys Center. Please remove vehicles from the loading zone promptly after unloading and loading.

## **EQUIPMENT**

- No items or equipment belonging to ACYC may be removed from their location or facility.
- The piano in the Courtroom may only be moved by ACYC Staff.

## **TENANTS**

- Studio artist tenants in the building have 24-hour access to the facilities. Access may not be restricted, and an entrance fee may not be charged to studio artists at any time.

## **SUBSTANCES/FIREARMS**

- Smoking and vaping of any kind are strictly prohibited within all spaces and 20' from entrances.
- The use of illegal substances is strictly prohibited.
- Firearms are prohibited with the exception of authorized security personnel.

## **ELEVATOR**

- Access to the elevators and stairs in any facility may not be blocked.
- The elevator in the Tom S. Gettys Center may not be propped open at any time. The doors must be allowed to close on their own. To reopen, push the "open door" button. Improper use will result in the operational shut down of the elevator.
- Should the elevator break down during an event, it will remain inoperable until the next business day.

## **MARKETING**

- Center for the Arts or Tom S. Gettys Center designation must be included in the event location address.
- If Renter plans to use a photograph of the Center for the Arts or Tom S. Gettys Center on the event invitations, please submit the request for use to the Rental Manager (rental@yorkcountyarts.org) a minimum of one week prior to distribution. Event invitations including Arts Council of York County data may not be distributed without prior approval of the ACYC.