



Dear Prospective Rental Client,

Are you looking for a unique venue for your next meeting or special event? CityArts offers space unlike any other in the Wichita area. Conveniently located in the heart of the Wichita's Old Town Plaza, CityArts offers a distinctive atmosphere for a wide variety of events.

CityArts is perfect for:

- Business Meetings
- Company Gatherings
- Ceremonies

Our Main Gallery holds a maximum capacity of 80 seated or up to 200 standing. Our Boardroom is 650 square feet, holds up to 40 seated and our smaller room accommodate 20 seated. Our kitchen has a prep area, which includes a refrigerator and sink. We will be happy to provide a list of local caterers, hotels and linen service available in the area.

Enclosed, you will find rental rates, regulations. CityArts will provide to your group use of our Gallery, Boardroom or Classrooms, including: standard set up of tables and chairs and CityArts representative or security guard on site.

For additional information and to discuss how we can meet your event needs both, resourcefully and creatively, please call or e-mail to book your appointment.

Sincerely,

Marilee Mitchell
Rental Coordinator



FACILITY RENTAL REGULATIONS

1. Confirmation of rental date requires a signed and dated contract. A non-refundable down payment equal to 1/4 of rental fees and a refundable damage deposit of \$600.00 is due.
2. The damage deposit is refundable provided that no material damages were incurred as a result of rental and that no charges for extra cleaning and/or space usage were assessed.
3. Lessee must remit full payment 30 days prior to the rental date/cancellation policy.
4. Lessee is responsible for any additional charges incurred by exceeding specified exit times. Additional hourly rental, security, cleaning, and/or damage fees will be assessed.
5. Lessee shall not assign lease, sublet or grant any concession or license to use premises without CityArts approval.
6. The City retains the right to enter the premises at any time and to enforce all necessary and proper rules for the operations of the premises. Failure to cooperate could result in forfeiture of deposit.
7. CityArts may terminate an event with no refund of rental price if conditions of lease are not adhered to or if lessee or guests are conducting illegal or unsafe activities.
8. City ordinances will be observed. Lessee shall be responsible for any fines, penalties or other damages incurred due to negligence or violence of lessee or lessee's guests.
9. The lessee indemnifies lessor from any and all claims arising directly from lessee's of above-designated premises.
10. CityArts/City of Wichita will not be responsible for damages or injury resulting from the conduct of employees or guests of the lessee, whether negligent or otherwise.
11. CityArts is a non-smoking facility.
12. All set up must follow ADA and the Fire Code requirements.
13. All set up must retain a minimum of five (5) foot radius from all freestanding artwork and a five (5) foot radius perimeter from any wall.
14. Items in the facility are on permanent display. No artwork and/or displays will be moved or relocated to accommodate additional activities taking place within the facility.
15. Clean up is the responsibility of the Lessee and consist of removing all items brought into the facility, including: trash, decorations and rented equipment. Rental equipment must be scheduled for removal following event. Any items not removed from the premises will be considered abandoned property.

X _____
(lessee initials)

16. Attachments to walls are strictly prohibited! Banners may be hung from ceiling with prior approval and permission. CityArts reserves the right to deny this access pending review of materials to be installed unless prior assessments are approved.
17. Decorations must not deface any part of the facility and must be removed upon termination of the event. CityArts/City of Wichita shall not be held responsible for property brought to or left on the premises prior to, during and/or after the event. Any items not removed immediately after an event will be considered abandoned property.
18. No crepe paper, glitter, confetti or tape of any kind may be thrown or used in CityArts or on the grounds.
19. For the safety of your guests, candels are only permitted if used with a pre-approved candle holder. Holder must be tall enough to cover flame by 2" i.e.: hurricane lamp.
20. Amplified instruments must be approved by CityArts and are not permitted outside CityArts.
21. If alcohol is sold, lessee or liquor agent must provide copy of proof holding all required licenses and permits to sell alcoholic beverages and comply with any and all federal, state and local statutes and regulations. **(Attach to Contract).**
22. CityArts/City of Wichita will not be responsible for loss of property. **(At any time)**
23. CityArts/City of Wichita shall not be held responsible for damages or injury caused by action of natural elements.

I acknowledge that I have read and fully understand these regulations and accept them on behalf of the following organization. Failure to comply with any regulatitons may result in forfeiture of deposit and/or additional fees.

Lessee Signature

Date

REQUESTED LESSEE INFORMATION:

Group Name: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: (W/H) _____ (C/F) _____

E-mail: _____

REQUESTED EVENT INFORMATION:

Event Date: _____ Type of Event: _____

Attendance Number: _____

Event Location: ___ Gallery ___ Boardroom ___ #102 ___ #103 ___ #201 ___ # ___

Rental Hours: _____ am/pm - _____ am/pm

Equipment Used Requested: _____ Tables (4ft rounds) _____ P.A. System

_____ Tables (8ft) _____ Microphone

_____ Chairs (6 at each round table) _____ Podium

_____ Standard

Caterer: _____ Alcohol Vendor: _____

Caterer Phone #: _____ Alcohol Vender Phone #: _____



FACILITY RENTAL AGREEMENT



FACILITY RENTAL RATES

GALLERY:

Day	Capacity	First 5 Hours	Each additional hour
Mon. - Thurs.	60-seat; 200-stand	\$500.00	During business hours
Fri. - Sun.	60-seat; 200-stand	\$800.00*	\$100.00
			After hours
			\$150.00
Damage Deposit in the amount of \$600.00 is required			

ADDITIONAL ROOMS:

Room	Capacity	First 4 Hours	Each additional hour
Boardroom	30	\$80.00	\$20.00
#102	20	\$60.00	\$15.00
#103	20	\$60.00	\$15.00
#201	20	\$60.00	\$15.00

Only Available During Business Hours

Tuesday - Thursday	10:00 AM - 9:00 PM
Friday	10:00 AM - 5:00 PM
Saturday	10:00 AM - 4:00 PM

RATE INCLUDES:

- 12 - 4ft round tables
- 3 - 8ft tables
- 80 - chairs
- Security - minimum \$100.00
- 1 - podium
- CityArts Representative and/or Security Guards on site.

ADDITIONAL INFORMATION:

- Rooms may be reserved based on availability. Additional rooms will be scheduled according to CityArts class usage.
- Events must work around any displays, artwork and/or freestanding objects.
- No artwork will be moved or removed during the event.
- CityArts has an open catering policy. (Catering service contracted must be licensed and insured.)
- A cash bar requires a liquor license and service by a licensed bartender.
- Free parking is available across the Plaza and in the surrounding area.
- Handicap parking is available along the Plaza perimeter.

TO SECURE A DATE:

- Confirm availability of date by calling (316) 350.3242 _____ (CityArts Date)
- Complete, sign and date contract. _____ (CityArts Date)
- Provide \$600.00 Damage Deposit for Gallery (refundable). _____ (CityArts Date)
- Provide 1/4 of total contract cost (non-refundable). _____ (CityArts Date)
- Contract balance to be paid in full 30 days prior to event. _____ (CityArts Date)