



**Art in the Loft**

Suite 300  
Alpena, MI 49707  
989-356-4877  
info@artintheloft.org  
www.artintheloft.org

**Art in the Loft Facility Use Agreement**

*\*Due to MLCC licensing, all event hosts MUST be a member of the gallery to use facility*

Facility Use Purpose: \_\_\_\_\_

Event Host: \_\_\_\_\_

**Contact Information:**

Work Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Home Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

**Event Day & Date:**

Event Date \_\_\_\_\_

Event Time Beginning: \_\_\_\_\_ Ending: \_\_\_\_\_

All events must end by midnight – including cleanup.

Type of Reception: \_\_\_\_\_ Approximate # of guests: \_\_\_\_\_

Seated meal       Catered       Strolling reception       Alcohol will be served

**Vendor Information** (complete all applicable lines)

Caterer: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Rentals: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Decorator: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Cake: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Band/DJ: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Photographer: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Licensed Bartender: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

**Facility Use Rates:**

Facility Use Time Frame: 6:00pm – 12:00am

- 1. Gallery & Kitchen \$850 \_\_\_\_\_
- 2. Cleaning Fee \$150 \_\_\_\_\_

**TOTAL AMOUNT DUE: \$ \$1,000**

Requested date will not be held until the Loft receives Event Host’s signed agreement and \$500 down payment. Balance of facility use is due by date of event.

OFFICE USE ONLY: Payment Details			
Amount received _____	Balance due _____	Date _____	Payment Method _____
Amount received _____	Balance due _____	Date _____	Payment Method _____
Amount received _____	Balance due _____	Date _____	Payment Method _____

**Deposits/Payments**

The balance of the facility use is due by date of event. If the balance is not paid in a timely manner, the contract will be deemed void and all deposits will be non-refundable.

Initial: \_\_\_\_\_

**Access**

Event Host may have access to the premises in advance no earlier than **5pm the day prior**. The event must end and gallery cleaned and cleared of personal items **by 12am** the night of the event after it has ended.

Initial: \_\_\_\_\_

**Liability**

Art in the Loft (hereinafter ‘AITL’) is not responsible and accepts no liability for any injury, death, and/or property damage or loss resulting or claimed to result from any accident or other occurrence before, during, or after your event or in any way associated with your event. The event host is fully responsible for any damages that occur or are alleged to have occurred during or in connection with the event that is the subject of this contract, releases AITL, its staff, board, volunteers from any and all liability for theft, damage, or injury associated with or claimed to be associated with the event that is the subject of this contract, and will defend and hold harmless AITL, its staff, board, volunteers against and all any such claim(s). The event host is fully responsible for the behavior of all guests and other attendees at the event and assumes full responsibility for any and all behavior by such person(s) that is unlawful or is otherwise inappropriate. Children of guests must be closely supervised at all times.

Initial: \_\_\_\_\_

**Insurance Requirements**

The event host must obtain and provide proof of general liability insurance and **provide a Certificate for Host Liquor Liability**. Said insurance can be provided under the lessee’s homeowner’s or renter’s insurance policy, general liability insurance, another appropriate insurance policy.

**Insurance Company:** \_\_\_\_\_

**Policy Number:** \_\_\_\_\_

Initial: \_\_\_\_\_

**Security:** No security is required. Staff will be available throughout the event. Event host shall take appropriate measures to assure that all persons on the premises are invited or authorized Event Host. Event Host shall notify the gallery staff if any unauthorized persons are on the premises. No person shall leave the third floor with alcoholic beverages.

Initial: \_\_\_\_\_

### **Condition of Premises**

Upon completion of the event, the facility shall be left in the same condition found, including removal of trash and recyclables. Event Host shall be responsible for the repair or placement of the facility or any portion or component thereof to the extent of any damage caused as a result of event host's use (including host's employees, contractors, and/or invitees). If damage is found on inspection, an invoice may be billed to event host in the amount to repair damages. Damage determined will be done as soon as reasonably practicable. A copy of the inspection form is included in this agreement packet.

**Initial:** \_\_\_\_\_

**Fire Safety:** Event Host shall be responsible to assure that the following fire safety rules are followed during the event: No fire exit will be blocked; No heat source will be placed on flammable material. If Sterno cans are used, they will be shielded by a metal tray or otherwise prevented from contact with flammable material; Candles may be used, provided that the flame is shielded by a sconce and that candles are placed in a safe manner and not in contact with flammable material.

**Initial:** \_\_\_\_\_

### **Cancellations**

If the event host cancels the facility use of AITL for any reason, 50% of the facility use fee will be refunded if notice of the cancellation is received by the Loft more than 90 calendar days prior to event date. The fee will not be refunded for cancellation notices received less than 90 calendar days prior to the event date.

**Initial:** \_\_\_\_\_

### **DAY OF THE EVENT**

#### **Event Times and Overtime**

Festivities must end by 11:00pm, allowing 1 hour for clean-up. Building must be completely vacated (besides AITL Staff) by 12:00am. Events must begin and end at the contractually agreed upon time. A charge of \$100 per hour will be assessed for each hour which an event runs over.

**Initial:** \_\_\_\_\_

#### **Set Up/Break Down**

AITL staff will make tables and chairs available for your event, but the event host is responsible for set-up. Prior arrangements must be made by the event host with caterers, rental companies, event planners, or wedding decorators to set up and break down your event. The areas used must be left in the condition they were found. Break down time will include inspection by gallery employee (see checklist). Set up and break down of event must be done within the facility use time frame. Items may be picked up the following day, but gallery must be in position to open for business the following day.

**Initial:** \_\_\_\_\_

**Furnishings:** Event Host is permitted to use the following furnishings and equipment of AITL which are on site. Host will have to supply their own linens and table coverings. **Bar Area, Tables, Gallery Space, Bathroom and Kitchen as outlined, Large Food Table, Projector and screen**

**Initial:** \_\_\_\_\_

#### **Exhibitions and Gallery Space**

AITL operates as a gallery, and as such, houses valuable and irreplaceable artworks belonging to the artists. These works of art create a unique setting for events and must be considered in planning your event. If the event host deems that any artworks are to be rearranged, dismantled, or removed to accommodate an event, this must be arranged 30 days in advance along with submission of floorplan to gallery.

**Initial:** \_\_\_\_\_

### **OUTSIDE VENDORS**

#### **Kitchen Use**

Facility use fees do not include use of art center kitchen utensils, dishes, pots and pans, and other equipment. Event host or contracted caterer must supply these items. Use of the kitchen includes prep space, dish room and equipment such as stove, oven, convection oven, microwave, refrigerator and cooler.

**Initial:** \_\_\_\_\_

#### **Caterers**

The event host is fully responsible for communicating the following rules to the selected caterer. While at AITL, all caterers are responsible for the following:

1. Bringing all necessary supplies such as linens, can openers, foil, pots and pans, towels, detergents, knives, extension cords, and other needed supplies.
2. The supervision and performance of all service personnel and material brought into the facility.

3. Collecting dishes, trash, etc during an event to avoid unsightly pile-up.
4. Immediately reporting all major spills to an AITL staff.
5. Cleaning the kitchen and/or other preparation and serving areas to their original condition including sinks, counter tops, and floors.
6. Making sure the sinks are not filled with food, bulk items, or grease.
7. All catering equipment must be removed at the end of the event unless prior arrangements have been made with the AITL Coordinator.
8. Removal of their own trash from the property
9. Collecting dishes, trash, etc during an event to avoid unsightly pile-up. An AITL staff can assist with this.

All deliveries and set-ups must be arranged in advance. Unscheduled deliveries will be refused. AITL reserves the right to refuse the use of any caterer based on past performance at the center.

Initial: \_\_\_\_\_

**Decorator/Event Host/Florist (if applicable)**

The renter is fully responsible for communicating the following rules to the selected florist: Florist must supply all necessary equipment and accessories relating to flowers, plants, props, etc.

1. Plants must be in containers that protect the floors.
2. The use of glitter and confetti is prohibited.
3. The use of birdseed, rice and other thrown materials is prohibited.

**All deliveries and set-ups must be arranged in advance.** Any unscheduled deliveries will be refused.

Initial: \_\_\_\_\_

**Beverage Service**

AITL holds a Member's Club Liquor License through the State of Michigan. If alcohol is to be served at your private function, the event host **must be a member of the gallery**. This allows the host to serve drinks to their guests. Alcoholic beverages must be given away and cannot be a cash bar. Liquor orders will be placed through the gallery coordinator or business manager. Alcohol purchased outside of the gallery is not permitted.

**All non-alcoholic items, including soft drinks, water, ice, cups, glasses, etc. are to be supplied by the event host and can be purchased elsewhere.** In addition, any alcohol served must be done so by a licensed bartender. Alcohol may only be served in strict compliance with Michigan law, liquor control commission regulations, and local ordinances. No food or drink may be taken outside of the gallery. **AITL reserves the right to discontinue beverage service if staff finds it necessary to safeguard AITL and its guests. Any unopened full cases of beer or unopened bottles of wine may be returned and reimbursed. Any and all hard liquor CANNOT be returned due to MLCC law.**

Initial: \_\_\_\_\_

**Rental Equipment**

AITL is not responsible for any charges incurred for rental equipment. All deliveries or pickups must be arranged in advance with the director.

Initial: \_\_\_\_\_

**PROHIBITED ACTIVITIES**

**Fixtures**

AITL must approve fasteners used for attachment of decorative items to walls and/or ceilings. The use of any permanent fixtures is strictly prohibited. Permission must be given in advance for the use of candles. Candles must be enclosed in protective containers, and tables and linens must be protected underneath candles. Lit candles must not be left unattended.

Initial: \_\_\_\_\_

**Tobacco/Smoking**

The use of tobacco or any other smoking products is not permitted anywhere in AITL, Center Building parking lot, or within twenty feet of any entrance to the building.

Initial: \_\_\_\_\_

**Open Flame**

Open flame/fire/grills are not permitted anywhere on AITL property.

Initial: \_\_\_\_\_

I/we represent that we are authorized to enter into this agreement and have read the above rules, conditions and requirements for the use of the AITL and I/we indemnify AITL, its staff, board, volunteers and hold it harmless from suit, action, damages, liability, and expenses including, but not limited to, personal injury, property damage, disruptions to an event due to an "act of God," and theft related to use of the facility.

\_\_\_\_\_  
Event Host Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature Art in the Loft Executive Director  
*Revised on 07.19.2017*

\_\_\_\_\_  
Date  
*Effective 07.19.2017*

## Art in the Loft Facility Use Inspection

Facility Use Purpose: \_\_\_\_\_

Event Host: \_\_\_\_\_

Event Day & Date: \_\_\_\_\_

AITL Employee on Duty: \_\_\_\_\_

### Exhibition Space (including galleries, elevator entryway, hallway, stairwell entryway):

- Trash Removed
- Break Down Completed
- Décor Removed
- Rental Equipment Removed/Ready for PickUp

### Kitchen:

- Trash Removed
- Counters, Sink, Floor Wiped Down
- Rental Equipment Removed/Ready for PickUp

### Restrooms:

- Trash Removed
- Décor Removed

### Damages/Charges Inspection:

- No damage on walls, floors, windows, etc.
- No Damage or Breakage of Artwork
- No contractual violations
- No disruptive behavior
- All above conditions met

### Notes:

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