



Art in the Loft

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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: _____

E-mail: _____

Address: _____

City, State, Zip: _____

Event Day & Date:

Event Date _____

Event Time Beginning: Ending:
(All events must end by midnight - including cleanup unless otherwise arranged)

Type of Reception: _____ Approximate # of guests: _____
(max 175 for seated event – Art in the Loft will supply 120 chairs, the remaining are the responsibility of event host)

- 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: 5:00pm - 12:00am

Facility Large Use:	\$2,000.00
1. Preparation & Use of Gallery Space	\$1,250.00
2. Use of Kitchen Space (Catering)	\$450.00
3. Decorating & Access Prior to Event	\$150.00
4. Cleanup & Access Post Event	\$150.00

Additional Amenities

- | | |
|---|---------------------------|
| 1. In-house Bartending | \$150.00 per bartender |
| A full bar (Beer/Wine/Mixed) will require a minimum of 2 licensed bartenders, totaling \$300 plus the costs of alcohol. | |
| 2. Linen Rentals (Black/White/Grey) | \$3.50 per (cleaning fee) |

TOTAL AMOUNT DUE: _____

OFFICE USE ONLY: Payment Details

Deposit _____	Balance Paid _____	Date _____	Payment Method _____
Balance _____	Balance Paid _____	Date _____	Payment Method _____
Invoice _____	Balance Paid _____	Date _____	Payment Method _____

Deposits/Payments

This signed contract and a deposit of 50% of the facility use total is required to secure the event date in the AITL calendar. The full balance of the facility use is due by date of event. Any additional amenities invoiced post your event must be paid within 30 days.

Initial: _____

Cancellation

AITL must be notified 90 days prior to the event date in order to receive a full refund of any paid deposits. After 90 days the deposit is non-refundable. \$50 of all deposits will be retained as a service fee by AITL.

Initial: _____

MLCC Licensing

Due to Michigan Liquor Control license issued by the State of Michigan, all event hosts MUST be a member of the gallery to use facility

Initial: _____

Access

Event Host may have access to the premises in advance no earlier than **5pm the day prior**. The event must end and the gallery cleaned and cleared of food and trash items **by 12am** the night of the event. Space must be cleaned and clear of all decor **by 2pm the following day**.

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 any and all 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 always be closely supervised. Be advised of the 100 year old floor, shoes should always be worn.

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, or 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 by the 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 the Event Host in the amount to repair damages.

Initial: _____

DAY OF THE EVENT

Event Times and Overtime

Last call for alcoholic beverages must be by 11:45pm, allowing time for clean-up. The building must be completely vacated (besides AITL Staff) by 12:15am. 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 set up tables and chairs prior to your arrival. Completed layouts must be received at least 1 week prior to your event date for setup to be completed in advance. 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. Breakdown time will include inspection by gallery associates. Set up and breakdown of events must be done within the facility use time frame.

Initial: _____

Furnishings:

Event Host is permitted to use the following furnishings and equipment of AITL which are on site: **Bar Area, Tables, Gallery Space, Bathroom and Kitchen as outlined, Sound system, Projector, screen and wireless microphone**

Event Host can supply their own linens and table coverings if they so choose.

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.

Initial: _____

OUTSIDE VENDORS

Kitchen Use

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 and after the event to adhere to cleaning requirements.
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. Absolutely NO food, bulk items, or grease is permitted in any AITL sinks both in the Kitchen and Dish room areas.
7. All catering equipment must be removed at the end of the event unless prior arrangements have been made with the AITL Staff.

All deliveries and set-ups must be arranged in advance. AITL reserves the right to refuse the use of any caterer based on past performance with our venue.

Initial: _____

Decorator/Event Host/Florist (if applicable)

The renter is fully responsible for communicating the following rules to the selected Florist:

1. Florists must supply all necessary equipment and accessories relating to flowers, plants, props, etc.
2. Plants must be in containers that protect the floors.
3. **The use of glitter and confetti is prohibited.**
4. The use of birdseed, rice and other thrown materials is prohibited.

All deliveries and set-ups must be arranged in advance.

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. Liquor orders must be placed through the gallery manager 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.**

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.

Initial: _____

Tobacco/Smoking

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

Initial: _____

Open Flame

Open flame/fire/grills or candles are not permitted anywhere on AITL property. Battery-operated candles are allowed.

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 AITL Administrative Staff

Date

Notes: (Office Use Only)

Inspection Completed By: _____ (AITL Staff)

Date: _____

Revised on 04.10.2023