



Northeast Michigan Center for Fine Arts, Inc.

109 N 2nd Ave Suite 300
Alpena, MI 49707
989-356-4877
info@artintheloft.org

www.artintheloft.org

SMALL USE AGREEMENT

Event Purpose: _____

Event Contact Information:

Name: _____

Work Phone: _____ Mobile: _____

E-mail: _____

Address: _____

City, State, Zip: _____

Event Date & Time:

Date _____

Time Beginning: _____ Ending: _____

**** All use times must include (1) hour set-up and (1) hour cleanup
Duration of Event: 3 to 5 hours excluding above setup & cleanup**

Small Use Rates: *Determined by expected guest count for your event (Circle one)*

- \$250 - up to 30 guests
- \$500 - 30-60 guests
- \$750 - 60-90 guests
- \$1,000 - 90-120 guests
- \$1,250 - 120-150 guests
- \$1,500 - 150-180 guests (max capacity)

Additional Amenities: Provided by AITL (Circle all that apply)

- **In-house Bartending** **\$150.00 per**

** A full bar (Beer/Wine/Mixed) will require a minimum of 2 licensed bartenders, totaling \$300 plus the costs of alcohol. ALL alcoholic products must be ordered & purchased through Art in the Loft. NO outside alcohol will be allowed into the space.

- **Linen Rentals (Black Fitted)** **\$3.50 per** (cleaning fee)

Please complete the blank layout for your event setup prior to calculating linen needs.

Qty: _____

- **Kitchen Use** **\$200.00**

Fee for use of kitchen equipment & utilities IF cooking on-site. Use of counters & food storage is included in base price.

TOTAL AMOUNT DUE: _____

50% DEPOSIT: _____ **DATE:** _____

Please initial each of the following to comply with Small Use Rules:

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 at least 30 days prior to the event date in order to receive a refund of any paid deposits. Within 30 days, the deposit is non-refundable. 10% of all deposits will be retained by AITL as a service fee and is non-refundable.

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 contact 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. Event contacts release 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 contact 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: _____

Security

No security is required. Staff will be available throughout the event. Event Contact shall take appropriate measures to assure that all persons on the premises are invited or authorized by the Event Contact. Event Contact shall notify the gallery staff if any unauthorized persons are on the premises. No person shall leave the third floor with alcoholic beverages, nor bring outside alcoholic beverages into the premises.

Initial: _____

Revised on 03.11.2026

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 Contact 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 Contact's use (including employees, contractors, and/or invitees). If damage is found on inspection, an invoice may be billed to the Event Contact in the amount to repair damages. Damage and costs will be determined and billed as soon as reasonably practicable.

Initial: _____

Fire Safety:

Event Contact 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 and open flame are NOT permitted in any form.** Battery-operated candles are allowed.

Initial: _____

Furnishings:

Event Contact is permitted to use the following furnishings and equipment of AITL which are on site: **Bar Area, Tables, Chairs, Gallery Space, Bathroom, Sound System, Projector, Screen and Wireless Microphone, Kitchen & Food Storage.** Layout of any and all Art displays must be included in your decor plan, and remain visible and accessible at all times during the event and at the discretion of AITL Staff.

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 will be placed through the Gallery Manager or Facilities Coordinator. **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 contact and can be purchased elsewhere.** In addition, any alcohol served must be done so by a licensed bartender. A copy of the valid license must be on file with AITL prior to the event. 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: _____

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. Temporary installations by an Event Contact must also be removed by said individual immediately following the event.

Initial: _____

Tobacco/Smoking

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

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.

Signature - Event Contact

Date

Signature - AITL Director

Date