



**CONTEMPORARY ART CENTER  
OF PEORIA** 305 SW Water St., Peoria, IL 61602  
309-674-6822 artcentr@mtco.com www.peoriacac.com

## GALLERY RENTAL CONTRACT

### *Reserve A Date*

In order to reserve a date for an event in the Preston Jackson Gallery on the 2nd floor, The Contemporary Art Center (CAC) requires a signed contract and a deposit of \$300. Only then will the facility be removed from the booking market. This deposit, which is non-refundable, is applied toward the total rental cost. Reservations may be made on-site by appointment with a signed contract and reservation deposit. Contracts may be downloaded from our website: [www.peoriacac.org](http://www.peoriacac.org), filled out, scanned and emailed to [artcentr@mtco.com](mailto:artcentr@mtco.com) and payment taken via phone with a credit card or a contract can be mailed in with a check.

### *Fees and Payment*

The Room Fee to rent the gallery is \$1000 for members of CAC (\$1100 for non-members). The base rental fee covers a 4-hour block of time for the actual event. Additional hours may be added at \$150 for each hour (any part of an hour is considered a full hour). There is no charge for the time it takes to set-up and tear down, but this may be limited. The **1st payment** is the Room Deposit of \$300 to initiate the contract. The **2nd payment** for the remaining room fee occurs halfway between the date of the deposit and the date of the event. This is determined at the time of the initiation of the contract. The **3rd and final payment** occurs two weeks prior to the event to cover any remaining fees such as extra hours, set up, tear down fees, etc.

#### *Included in the base rental fee:*

- General room lighting, heating and air conditioning
- Attendant on duty entire time of event
- 10-foot buffet table
- Small stage and stage lights
- Sound system, including microphone & stand
- Kitchen with refrigerator, freezer, range/oven, microwave, etc.
- use of all available tables and chairs

### *Cancellation and Refunds*

If you have to cancel your event, the distribution of funds will be based on this schedule:

**If you cancel 30 days or less prior to the event**, 100% of the Room Fee will be kept by or owed to CAC. Any Final Fees such as Set-Up, Tear-Down and Extra Hour Fees will be refunded.

**If you cancel 90 - 30 days prior to the event**, the Deposit of \$300 and 50% of the remaining Room Fee will be kept by CAC. 50% of the remaining Room Fee will be refunded. Any Final Fees such as Set-Up, Tear-Down and Extra Hour Fees will be refunded.

**If you cancel 90 days or more prior to the event**, all of the Room Fee will be refunded, less the \$300 deposit.

**Membership Fees and Room Deposits are not refundable.**

**After the event**, if requested in writing, \$100 may be returned less any additional charges. Such charges could be (but may not be limited to) for damage to CAC equipment or building, additional time, staff to set-up and/or tear down or not cleaning up properly.

### *Start Time and End Time*

A start time of an event may vary according to the day. For example, we prefer Saturday events to begin no earlier than 5:00pm. This is because we are open to the public till 5:00 and set up may not begin till 1:00 that day. Events must end no later than midnight.

### *Set-Up / Clean-Up*

The party may choose to set up and tear down themselves or pay CAC staff or a caterer to do so. Check in with staff to learn how

early set-up may begin. For example on Saturdays, set up may begin no earlier than 1:00pm. On weekdays, set up may as early as 11:00am. The party is responsible for all set-up and tear-down activities unless paying staff to do so. Everything brought into the facilities must be removed immediately after the event ends – with exceptions: rented furniture, items or equipment, which may be removed by your supplier the next business day. No leftover food, beverages and/or trash may be left in the CAC facility or anywhere else in the entire building. The party is responsible for putting away all furniture, sweeping and perhaps wet mopping the floor, dumping all trash during and after the event and placing it in the dumpster in the rear of the building. Kitchen, floors, counters and restrooms must be returned to their original condition. **If the party self-caters food**, then they are responsible to remove all items and clean the areas occupied completely, even if they pay the Tear-Down Fee.

### *Set-Up Fee*

For a minimum \$50 fee, CAC staff can set-up for an event. This includes setting up all tables and chairs according to a floor plan provided by the party, table cloths and possible misc. other items as agreed upon. Set-up does not include decorations, table settings, etc. An extra \$25 fee may be assessed for special chair set-up.

### *Tear-Down Fee*

For a minimum \$50 fee, CAC staff can remove garbage, furniture (if furniture is rented it will be placed for pick up), table cloths, sweep the floor and restore the gallery and kitchen to its original state as stated above. An extra \$25 fee may be assessed for special chair removal. **Please note:** paying for clean up is not giving the party permission to trash the place! If there is excessive mess at the end of an event, the fee may be extended up to the full amount, to be taken out of the deposit.

### *Decorations*

Table decorations, free-standing decorations or items placed on easels are allowed. Decorations and lights may be attached to the ceiling and pillars with staff approval and fixed with staples or nails. All decorations, staples, nails must be removed by the party after the event.

Generally speaking, CAC will not approve:

- **Use of candles, open flame, incense or anything that produces smoke or fumes like smoke machines and/or pyrotechnic equipment.**
- Decorating, covering, moving or removing art
- Use of self-adhesive decorations on walls or furniture
- Use of glitter, gel balls, confetti, bubbles and/or similar materials that are difficult to clean up
- Use of helium balloons
- Use of decorative materials not considered flameproof in line with fire standards
- No decorations, flyers or posters other than simple directional signage are permitted in the “common areas” of the building known as 305 Water (building exterior, entrance doors and foyer, lobby, elevators and stairwells)

### *Catering Policy*

Several different options are available to provide food and alcohol for your event:

#### *Contract with a caterer*

The party must make your own arrangements with a caterer of your choice. A food caterer must meet all Peoria County Health Department, City of Peoria, and State of Illinois requirements set for caterers and catered events. The caterer must also provide proof of \$1,000,000 general liability insurance, which must indemnify The Contemporary Art Center of Peoria, our board of directors and our employees and volunteers. A caterer with a K or K-1 liquor license may provide an open or cash bar. Two caterers may be hired; one to provide food and another to provide alcohol.

### ***Self-Catering***

You or your group may prepare and serve your own food or provide your own bar. The party may use the kitchen and bar area but must provide their own ice, cups, bartender and staff, arrange for garbage removal and bussing of tables during the event. Liquor may not be sold. Proof of \$1,000,000 general liability insurance must be obtained, indemnifying The Contemporary Art Center of Peoria, our board of directors and our employees and volunteers.

### ***Artwork On Display***

Artwork on exhibit in the gallery at the time of your event is the property of the artist(s) and is being exhibited under contract with CAC. You and your guests may not touch, remove, reposition and/or relocate artwork or reposition exhibit lighting. Artwork that is endangered may be removed or protected by staff only. The party is not responsible for accidental damage to artwork; only if it is willful.

### ***Miscellaneous***

- The name of this facility is The Contemporary Art Center of Peoria. The name of the room is the Preston Jackson Gallery.
- Tickets or merchandise may be sold at your event, but CAC is not responsible for loss or damage to merchandise displayed or sales tax on merchandise sold.
- Smoking and/or other use of tobacco products of any kind is prohibited in all areas of the entire building.
- The space cannot be sublet to another renter without prior written permission from CAC.
- An attendant will be on hand to assist you with any problems, to make sure you and your guests comply with CAC and building rules and to insure your event is a success.
- Children must be attended by an adult at all times.
- Animals and/or pets are not allowed in the building unless they serve as lead animals for disabled guests attending an event.

### ***Standard Terms and Conditions***

By signing this contract, you agree to abide by its standard terms and conditions. The Contemporary Art Center of Peoria reserves the right to amend, modify, delete and supplement the standard terms and conditions in any manner that CAC deems reasonably necessary for the safe, orderly, proper and efficient operation of the CAC facilities.

CAC agrees to give reasonable notice in writing to you if CAC decides to revise the standard terms and conditions, and these revisions shall be binding on you as of their stated effective date as if they were incorporated in the original standard terms and conditions. CAC, its board of directors, employees and volunteers engaged in operating and maintaining the CAC facilities, shall have access to these facilities during an event at all times.

You also agree to indemnify, defend against and hold harmless CAC, its board of directors, employees and volunteers from and against any claims, suits, damages, actions, liabilities, costs and expenses (including reasonable costs of investigation and attorney fees growing out of injury or death of any person(s) or damage to property (including your property) related in any way to your event, CAC facilities and/or the building of 305 Water Street.

I understand and agree to all terms and conditions stated in this contract:

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Contract Date: \_\_\_\_\_

I have read the Basic Information page and agree to share the information with others in my party. \_\_\_\_\_ (initial)

**Event Date:** \_\_\_\_\_

**Event Name:** \_\_\_\_\_

( The Event Name will be used on the directional signs on the day of the event. )

Event Description: \_\_\_\_\_

Organization: \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

**2nd Contact:** \_\_\_\_\_

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_

Food Caterer: \_\_\_\_\_

Food Caterer: \_\_\_\_\_

Food Caterer: \_\_\_\_\_

Liquor Caterer: \_\_\_\_\_

Liquor License: \_\_\_\_\_

General Liability Insurance Vendor: \_\_\_\_\_

Liquor Liability Insurance Vendor: \_\_\_\_\_

Event Set-Up Time: \_\_\_\_\_

Event Start Time: \_\_\_\_\_

Event End Time: \_\_\_\_\_

#### ***1st Payment***

**Reservation Deposit (\$300): PAID ON** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Cash  Check # \_\_\_\_\_  Visa  MC  Dis  AE

#### ***2nd Payment***

**Room Fee Balance due on or before** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

\$ \_\_\_\_\_ **PAID ON** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Cash  Check # \_\_\_\_\_  Visa  MC  Dis  AE

**Membership Fee** \$ \_\_\_\_\_ Date \_\_\_\_\_

Cash  Check # \_\_\_\_\_  Visa  MC  Dis  AE

#### ***3rd Payment***

**Remaining Fees due on or before** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Set-Up Fee \$ \_\_\_\_\_ Date \_\_\_\_\_

Clean-Up Fee \$ \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Extra Hours \$ \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Fee \$ \_\_\_\_\_ Date \_\_\_\_\_

Cash  Check # \_\_\_\_\_  Visa  MasterCard  Discover

**Cancellation** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ \$ \_\_\_\_\_ # \_\_\_\_\_

**Refund** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ \$ \_\_\_\_\_ # \_\_\_\_\_