



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

## GALLERY RENTAL CONTRACT

### *Name of Facility*

The name of this facility is The Contemporary Art Center of Peoria-the Preston Jackson Gallery. Because of legal considerations, the name "Checkered Raven" cannot be used in any promotion of your event to prospective guests.

### *Reservations*

CAC prefers that reservations of the Preston Jackson Gallery be made on-site by signing the contract and paying the reservation deposit. If this is not possible, we can send you a contract or it can be downloaded from our website: [www.peoriacac.org](http://www.peoriacac.org), filled out and sent in with payment.

### *Reservation Deposit*

In order to reserve a date for the gallery, CAC requires a signed contract and a deposit of \$100 in order to remove the facility from the booking market. This deposit, which is non-refundable only after the event, is applied toward the total rental cost. After the event, if requested in writing, the deposit will 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.

### *Rental Fees*

The base rental fee for the gallery after the reservation deposit is \$500 for members of CAC (\$600 for non-members)

The base rental fee covers a 4-hour block of time for the actual event. If you need additional time, the charge is \$20 for each hour (any part of an hour is considered a full hour). There is no charge for set-up and tear down time, but this may be limited. The balance – base rental, charges for additional time, equipment use fees, etc. – must be paid in full two weeks prior to your event.

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

- General room lighting, heating and air conditioning
- Attendant on duty entire time of event
- 10-foot conference table with 12 chairs
- Small stage and stage lights
- Sound system, including microphone & stand, sound system and 5 CD changer
- Kitchen with refrigerator/freezer, range/oven

#### *Available with an additional fee:*

- 4 large round tables (seats 8-10), 18 cocktail tables (seat 2-4 each), 110 black padded chairs, 75 metal folding chairs, various rectangular tables.

#### *Responsibility of the renter:*

- Food and beverage services
- Damages to CAC's physical plant and equipment
- Insurance
- Set-up, teardown and clean-up

### *Cancellation*

In the event you have to cancel your event, you will be charged a cancellation fee based on this schedule:

0-30 days prior to the event	100% of agreed fees
31-60 days prior to the event	50% of agreed fees
61-90 days prior to the event	25% of agreed fees

(The \$100.00 deposit is applied toward this amount.)

### *Set-Up/Decorating/Teardown/Clean-Up*

Check in with CAC staff to learn how early you may begin to set-up for the event. A start time may vary according to the day. We prefer events to end no later than 1:00 am. You are responsible for all set-up and tear-down activities, and everything brought into the CAC facilities must be removed immediately after your event – exceptions are rented furniture, items or equipment, which may be removed by your supplier the next business day. If you wish to have staff set-up your event with your direction, \$50.00 can be assessed. If you wish to have staff tear down, then an additional fee of \$50.00 can be assessed.

No leftover food, beverages and/or trash (including restrooms) may be left in the CAC facility or anywhere else in the entire building. You are responsible for removing all trash immediately after your event and placing it in the dumpster in the rear of the building and putting fresh liners in the trash barrels. Floors, counters and restrooms must be returned to their original condition.

### *Decorations*

Decorations other than those that can be put on tables (flowers, balloons, etc.), are free-standing or may be put on free-standing easels are allowed only with prior approval by CAC. **Use of candles, open flame or incense burning is not allowed.**

Generally speaking, CAC will not approve:

- Affixing decorations to walls, ceilings and/or floors
- Use of self-adhesive decorations (decals, signs, etc.)
- Use of nails, staples, tacks and/or similar materials
- Use of glitter, confetti and/or similar materials
- Use of helium balloons except those permanently attached to authorized displays. (Balloons on ceiling must be removed.)
- Use of decorative materials not considered flameproof in line with fire standards
- Use of smoke machines and/or pyrotechnic equipment

No decorations, flyers and/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 Food & Alcohol*

If you are serving food and/or alcohol at your event, you may arrange it in one of two ways:

#### *Contract with a caterer*

You must make your own arrangements with a caterer of your choice. Your 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. For alcohol, they must possess a valid City of Peoria liquor license and liquor liability insurance.

### ***Preparing your own food & alcohol***

You or your group may prepare and serve your own food for your event. CAC does, however, ask that you provide proof of \$1,000,000 general liability insurance, which also must indemnify The Contemporary Art Center of Peoria, our board of directors and our employees and volunteers.

You or your group may prepare and serve your own alcoholic beverages for your event. CAC does, however, ask that you provide proof of \$1,000,000 general liability insurance. If you are not charging an admission fee to your event, or if you are not charging guests for alcoholic beverages, your general liability insurance must include host liquor liability coverage.

If you are charging an admission fee to your event, or if you are charging guests for alcoholic beverages, you must have a liquor license and you must provide proof of liquor liability insurance with limits of no less than \$1,000,000 which must indemnify The Contemporary Art Center of Peoria, our board of directors and our employees and our volunteers.

### ***Merchandise and Ticket Sales***

You may sell merchandise (such as apparel, CDs, videos, books, etc.) at your event, CAC is not responsible for sales taxes on any of this merchandise. CAC reserves the right request a percentage of ticket and merchandise sales and to inventory in and out all merchandise. CAC is not responsible for loss or damage to merchandise displayed for sale.

### ***Artwork***

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. As a result, you and your guests may not: remove, reposition and/or relocate artwork, reposition exhibit lighting, touch any artwork.

### ***Miscellaneous***

Smoking and/or other use of tobacco products of any kind is prohibited in all areas of building, in which CAC facilities are located.

You may not sublease this contract to another renter without prior written permission from CAC.

The attendant CAC assigns to your event is available to assist you with any problems, to make sure you and your guests comply with CAC and the entire building rules and to insure your event is a success. Children must be attended by an adult at all times and are prohibited from playing in any area of CAC facilities and the common areas of the building (entrance foyer, lobby, elevators, stairwells). Animals and/or pets are not allowed in the building unless they serve as lead animals for disabled guests attending an event.

**No candles, open flame or incense of any kind are allowed.**

### ***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 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.

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

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

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

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

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

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

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

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

Range of Merchandise Sales: \_\_\_\_\_

Range of Ticket Sales: \_\_\_\_\_

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

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

Liability Insurance: \_\_\_\_\_

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

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

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

Reservation Deposit (\$100): PAID ON \_\_\_\_-\_\_\_\_-\_\_\_\_

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

Membership Fee \$ \_\_\_\_\_

Furniture Fee \$ \_\_\_\_\_

Room Fee (less Deposit) \$ \_\_\_\_\_

Additional Fee(s) \$ \_\_\_\_\_

Total Balance Due \$ \_\_\_\_\_

**BALANCE DUE ON OR BEFORE** \_\_\_\_-\_\_\_\_-\_\_\_\_

**BALANCE PAID ON** \_\_\_\_-\_\_\_\_-\_\_\_\_

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

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

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

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

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