

**The Art Center of Corpus Christi  
Facility Rental Agreement / Indemnity Form**

***YOU MUST BE 21 YEARS OF AGE OR OLDER TO SIGN THIS AGREEMENT***

**Fees:** All fees are based on standard four (4) hours usage of the facility. Usage is defined as; from the time you enter the building until the last person is out, not including set-up and delivery. The music and the bar (if you have one) will close 30 minutes prior to the scheduled end of the event. All guests must be out at the end of your four-hour time limit. Additional hours may be purchased as long as it does not go past our closing time of 12 midnight. The additional hour must be purchased prior to the event date.

**Deposit and Payment:** A non-refundable 50% deposit will secure the date and the deposit will apply toward the cost of the rental. The balance is due thirty (30) days prior to the rental date. At that time, a layout for your tables and chairs is also needed.

**Rental Security Deposit:** *A separate \$300.00 Security Deposit (in the form of a check) is due (30) days prior to the rental date.* This will be held until a post inspection of the property finds the condition of the Art Center property to be free of damage. All or a portion of the **Security Deposit** will be charged to you if the area you left is in need of **extra** cleaning or repairs. If your party goes over your required time limitations, or over the number of guests allowed, your deposit **will not** be returned.

**Alternative Weather Plans:** If you are renting just the Devary's Courtyard, alternative plans for bad weather must be made in advance. Money will not be refunded because of bad weather. However, an event may be transferred to another available date. The Art Center cannot hold an extra room for you without a rental fee paid in advance. If circumstances necessitate (at your request) the last minute resetting of your event, then at that point a \$200.00 reset fee will be required.

**Liability:** Renter(s) are liable for all damage you or your attendees cause to the premises and its contents including all artwork. Repairs and/or replacements will be charged to the renter at replacement cost.

**Decorating and Set-up:** The Art Center provides tables and chairs for up to 150 guests in the Devary's Courtyard, Meadows Gallery and Bay View Room. The Art Center also provides tables and chairs in the Buena Vista Room for up to 130 guests. For events requiring more tables and chairs, you will need to rent extras from a third party. Furniture rented from a third party may be set up by Art Center Staff for a fee of \$150.00. Otherwise, the third party will be responsible for the set-up and take-down of their items. The Rental Coordinator has a list of companies who do equipment rentals. Decorating is the responsibility of the renter. Audio-visual equipment is available to rent for \$125.00.

An additional set up fee of \$100.00 to \$200.00, depending upon the size of the event, will be added to the cost of the rental when a new set-up is required after an event has started. An example is changing from a wedding ceremony to a reception with the removal of 100 + chairs and the setting up of dining tables inside the Meadows Gallery, Bay View Room or Buena Vista Room.

All equipment must be removed the same date as the rental or a storage fee will be applied. No furniture may be used on the upstairs veranda except the tall cocktail tables. **Only battery powered candles are allowed. The exception is a unity candle during a wedding ceremony. No flammables of any kind may be used without prior written consent from the Rental Coordinator.** No confetti, glitter, rice, birdseed, or natural flower petals may be used as decoration or thrown on the premises except in the parking lot. *There will be a \$100.00 cleaning fee if this rule is not followed.*

**Catering:** *All food served at your event must be arranged through one of the approved caterers listed. All caterers are subject to a catering fee paid to the Art Center. The fee is 15% for food and 10% for alcohol.*

**Alcohol:** You may choose from the list of approved, licensed, and insured alcohol caterers at the end of this contract. No one other than the alcohol caterers on this list may bring in alcohol. This includes you and your guests. Absolutely no one under the age of 21 may consume alcohol on the premises of the Art Center. Security will enforce this rule.

**Time of Arrival:**

- (1) The Bay View Room and the Buena Vista Room may be utilized day or evening.
- (2) Decorating may begin in the Devary's Courtyard before 4 pm, but your event may not start until after 4 pm.
- (3) Decorating for an evening event may begin in the Meadows Gallery and Buena Vista Room after 4 pm.

**Music:** You may have a band or a D.J. No more than TWO 12 inch speakers are allowed in the Bay View Room and no more than TWO 15 inch speakers are allowed in the Meadows Gallery. **It is the duty of the renter to inform the musician or D. J. of this rule.** The Rental Coordinator has the right to monitor the sound level of the music.

**Artwork:** Renter understands this is an art center. There will be no dismounting or censorship of Art Center Exhibits. Draping of artwork is a possible option (at the expense of the renter). If a piece of sculpture is too big or too difficult to move, it will remain in the space that is rented.

**Rehearsals:** Rehearsals may be held on a Friday or Saturday of your rental date. They may be held between the hours of 10:00-4:00. If you want to hold a rehearsal after our regular hours, the cost will be \$200.00 dollars. Reservations are required for rehearsals.

***A signed attachment called a Rental Detail Form accompanies this Agreement form.***

I / we, assume responsibility and shall reimburse The Art Center of Corpus Christi for all damage to equipment, furniture, rugs, carpets, art, building interior or exterior fixtures during period on \_\_\_\_\_

The space rented is the: \_\_\_\_\_

I / we, by signing this indemnity form am / are holding The Art Center of Corpus Christi, its officers, employees, volunteers, and guests harmless against any and all liabilities. I / we, am / are also stating that I / we have read and fully understand this indemnity form.

**The Art Center of Corpus Christi is not liable for any lost items or any items left after an event.**

**This is a non-smoking facility at all times. This includes the courtyard. Smoking is permitted only in the parking lots.**

\_\_\_\_\_  
Applicant's Signature Date

\_\_\_\_\_  
Art Center Staff Signature Date

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

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

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone #: \_\_\_\_\_

The Art Center of Corpus Christi, ♦ 100 Shoreline Drive, ♦ Corpus Christi, TX 78401  
Tel: 361-884-6406 ♦ Fax: 361-884-8836

**Catering (Food and Bar)**

<i>Bar B Q Man</i>	<i>Malcolm</i>	<i>888-4248</i>	<i>Food and Bar</i>
<i>Beauty and the Bistro</i>	<i>Michelle</i>	<i>249-3745</i>	<i>Food</i>
<i>Corpus Christi Liquor Catering</i>	<i>Megan</i>	<i>688-0180</i>	<i>Bar</i>
<i>Jack's Dinner Bell</i>	<i>Wolfgang</i>	<i>851-1603</i>	<i>Food and Bar</i>
<i>Katz 21</i>	<i>Jaime</i>	<i>884-1815</i>	<i>Food</i>
<i>Marco's</i>	<i>Marco</i>	<i>904-0506</i>	<i>Food</i>
<i>The Courtyard at Gaslight Square</i>	<i>Catherine</i>	<i>884-8349</i>	<i>Food and Bar</i>
<i>Water Street Catering</i>	<i>Chela</i>	<i>882-8696</i>	<i>Food and Bar</i>
<i>White Stripe Catering Company</i>	<i>Scott</i>	<i>643-0702</i>	<i>Food</i>

**\* The bar may be catered by any caterer that provides a bar.**