

Thank you for your interest in our renting our facility! Please review all the information thoroughly and provide an initialed copy of this with your Venue Inquiry Form to The Kelly.

REQUIREMENTS

- Venue rental is available to Kelly members ONLY. The Kelly member/renter must be at least 25 years of age and have been a member for at least 6 months.
- The member who signs the rental agreement is same as one responsible for all damages and/or violations of the rental agreement. Same member is agreeing to be onsite for the entire event.
- A copy of a valid driver's license and credit card information will be kept on file until event has passed and guidelines are met.
- To reserve The Kelly, a \$500.00 security/damage deposit (cash or check only) is required once inquiry has been submitted and approved.
- Once event is over and space is inspected for damages/agreement violations and having none, the deposit will be mailed back to the responsible member.
- Payment in full is due 30 days prior to event. Cash, Check or Credit card will be accepted. There will be a 3% convenience fee added to use of a credit card.

SET UP

The Kelly will provide (2) 6' tables and (8) 30" high top round tables. Tables will be set up prior to renter's arrival and shall be left and not moved.

There is also limited ice available on site.

Caterer or renter to provide tablecloths, dishes, utensils, and napkins.

Renter will remove all food, beverage, trash, and decor by the end of rental time stated on agreement. In essence, The Kelly should be left just as it is found. We will have a cleaning service clean the space after rental is over. Common trash rolling carts are across the street from the kitchen entrance.

VENUE RULES

1. **OCCUPANCY LIMITS:** Occupancy of the event must not exceed fire regulations. The Kelly can accommodate a maximum of 147 people.
2. **ALCOHOL:** Use, sale, service, or consumption of alcoholic beverages on site must be approved by The Kelly prior to the event and must comply with all federal, state, and local laws and regulations. The Kelly does not assume any responsibility or liability for ensuring that you follow applicable laws and regulations regarding alcohol.
3. **SECURITY:** Depending on the type of event, The Kelly may require the renter to have security in addition to our staff security
4. **CANDLES:** No candles or open flames are allowed anywhere in The Kelly with the exception of smokeless, dripless candles used in votive holders. Chafing dishes with stereos are acceptable.

VENUE RENTAL AGREEMENT

The Kelly Fitzpatrick Center for the Arts

5. **INSURANCE:** The renter agrees to assume all responsibilities for the following:
- Any injury to persons attending event, any loss of property by persons attending the event, and
 - Any damage or theft to The Kelly and its artistic and other contents by anyone attending the event.

A liability insurance policy will be required to be purchased by renter and submitted to The Kelly 14 days prior to the event.

6. **PARKING:** Available parking will be outlined for renter to share with event guests. Coaches Corner parking is not to be used for The Kelly event parking.

7. **CANCELLATIONS:**

- Cancellation by the renter: Cancellations must be made in writing 21 days prior to the event, otherwise the security deposit will be forfeited.
- Cancellation by The Kelly may, at its discretion, terminate this Agreement for any reason other than Default or breach by renter. The Kelly shall refund 100% of the Venue Use Fee paid.

8. **DECORATIONS:** NO decor of any kind can touch the walls , lighting, glass, or ceiling. Tabletops will be available for decor. The use of confetti or rice is prohibited.

9. **SMOKING:** No smoking is allowed in the Gallery, building, or on the porch.

10. **PETS:** No pets are allowed.

INITIALS

I have read and understood the above information, and if approved, agree to the above.

Applicant initials

This Inquiry Form falls under the authority of the Special Events Committee (SEC) of The Kelly Fitzpatrick Center for the Arts. Any deviations from this form should be approved by the SEC before the Rental Agreement is executed.

CONTACT INFORMATION

Name/Organization: _____

Address: _____

Telephone Number: _____

Email: _____

EVENT INFORMATION

1. Proposed Event Date(s): _____

2. Start & End Time(s): _____

3. Estimated Number of Attendees: _____

4. Type of Event (*Be specific*): _____

5. Is this a fundraising event? Yes No

 If yes, please indicate the purpose of the fundraiser: _____

6. Is this a ticketed event? Yes No

 If yes, how much is each ticket? _____

7. Will alcohol be served at this event? Yes No

 If yes, please indicate what types: Wine Beer Hard liquor

8. Will alcohol be complimentary? Yes No Does not apply

 If yes, will drink tickets be given? Yes No Does not apply

 If yes, how many tickets per person? _____

9. Will alcohol be sold at this event? Yes No Does not apply

10. Will food be served at this event? Yes No

 If yes, who will prepare the food? Self Caterer: _____

11. Will there be live music or DJ? Yes No

 If yes, please indicate: Type of Music: _____ Name(s): _____

Band DJ Other: _____