



125 N. Gadsden Street, Tallahassee, FL 32301

Event Rental Packet

For more information, contact:

Arielle Raff, Executive Director

(850) 222-8800

Arielle@LeMoyne.org

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Event Rental Pricing

Duration	Weekday*	Weekend*
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Gardens	Half Day**	Members: \$360	Members: \$720
		Non-members: \$400	Non-members: \$800
	Full Day**	Members: \$630	Members: \$1260
		Non-members: \$700	Non-members: \$1400

Gallery	Half Day**	Members: \$360	Members: \$720
		Non-members: \$400	Non-members: \$800
	Full Day**	Members: \$630	Members: \$1260
		Non-members: \$700	Non-members: \$1400

Gardens & Gallery	Half Day**	Members: \$630	Members: \$1080
		Non-members: \$700	Non-members: \$1200
	Full Day**	Members: \$1080	Members: \$1800
		Non-members: \$1200	Non-members: \$2000

Additional Hours	Gardens OR Gallery	Members: \$135/hour
		Non-members: \$150/hour
	Gardens AND Gallery	Members: \$180/hour
		Non-members: \$200/hour

* Weekday - Monday-Friday; Weekend - Saturday & Sunday

** Half Day - 6 hours; Full Day - 12 hours

Rental Policies & Procedures

Introduction:

LeMoyne Arts is located in the historic Park Avenue district of downtown Tallahassee.

Our art gallery (housed in an antebellum home built in 1854) and serene sculpture garden with a classic gazebo offer beautiful and charming settings for a variety of gatherings and celebrations. We welcome the opportunity to host your event.

General:

1. LeMoyne Arts permits the use of its facilities by for-profit and not-for-profit organizations and individuals.
2. All Facility Rentals must be approved by the Executive Director of LeMoyne Arts. The Executive Director may decline usage of the facilities for any reason deemed necessary by the Director or Board of Directors.
3. No date will be confirmed until the Rental Agreement is signed in person, consultation completed, and deposit received.
4. Renters must be 18 or older.
5. All events must end by 10 PM.

Insurance Requirements:

The following certificate(s) must be provided to LeMoyne Arts no less than thirty (30) days prior to the event date. The facility cannot be rented without this coverage:

1. The Renting party shall submit proof of insurance, in the amount of no less than \$1,000,000 (one million dollars), showing "bodily injury and property damage liability" protection combined single limit or occurrence limit, as well as \$300,000 "damage to rented premises", naming LeMoyne Art Foundation, Inc. and its Trustees as additional insured, for the date and duration of the event covered by this agreement.
2. If the event will have a bar, an additional policy certificate, in the amount of no less than \$1,000,000, will be required:
 - a. "Commercial Liquor Liability" policy for cash bar
 - b. "Host Liquor Liability" for open bar
3. Renter is also responsible for securing a copy of "General Liability and Workers Compensation" insurance from Caterers, Florists, and/or DJ or Bands that renters hire for this event.

Indemnification & Waiver of Claims:

1. The Renter hereby indemnifies and holds harmless LeMoyne Art Foundation, Inc. (dba LeMoyne Arts) from and against all claims, liabilities, or costs (including reasonable attorney's fees) whether by reason of personal injury or death or property damage or otherwise arising out of or connected with the event.
2. The renter assumes full responsibility for the conduct of all persons attending the event and for any damage caused either directly or indirectly by the renter, the renter's guests, or hired contract personnel in connection with the event. LeMoyne Arts reserves the right to eject any person or persons who fail to conduct themselves in the best interest of LeMoyne Arts.
3. The Renter agrees to assume responsibility for damage or theft to the LeMoyne Arts buildings and property, its artistic contents, and other contents caused by the Renter and/or their guests. Replacement of LeMoyne Arts' tangible property must meet with Executive Director's approval.
4. The renter shall conduct the event in an orderly manner, in full compliance with the policies and procedures. LeMoyne Arts reserves the right to regulate any conduct it determines, in its sole discretion, to be disorderly. This includes closing the event, closing specific areas of the property, and/or closing LeMoyne Arts in its entirety.
5. The Renter agrees to assume responsibility for any injury to persons attending the event or loss of their property. Children must be accompanied at all times.
6. If this agreement is made by a corporation, partnership, association, club, or society, the individual making this agreement represents that he/she does so with the full authority of the organization. In the event of the failure of such representation, the individual agrees to be personally liable for performances of the agreement, including the payment of any sums hereunder.

Additional Regulations

Alcohol and Smoking

1. Smoking is not permitted anywhere in the LeMoyne Arts or on the porches or grounds.
2. LeMoyne is required to hire security personnel for events in which alcohol is served. The additional fee is \$50/hour. The hours for the security personnel will be determined 30 days prior to the event and will be added to the cost of the rental.
3. All bars must close by 10 PM.

Fire Safety:

4. Flames and pyrotechnics are not permitted in or around LeMoyne Arts grounds. Tea light candles and floral centerpieces may be used outside but only in approved glass containers.

Food and Beverages and Clean Up:

5. No food or beverages are allowed in exhibition galleries without explicit permission and layout.

6. The Renter, LeMoyne Staff, and caterer (if used) must meet no less than (3) weeks in advance to review all arrangements for the event, including scheduling, set-up, menu, and clean-up.

7. The Renter will be responsible for and pay directly all costs incurred in catering, presentation, and clean-up. The Renter and caterer are to supply all materials, including serving trays, tablecloths, and equipment, as well as personnel, for delivery, set-up, clean-up, and pick-up of catering equipment.

8. All rented kitchen supplies (plates, flatware, glasses, etc.) must be removed. If pick up after the event is arranged, supplies may be staged under the house, in the covered garden patio for pick up.

9. LeMoyne reserves the right of final approval of the caterer and any other vendors selected for the event, as well as all decorations and promotional or sale materials brought to LeMoyne.

10. Clean-up (including mopping kitchen and wiping countertops) and removal of garbage after the event is mandatory. NO DISPOSING OF GREASE IN ANY DRAIN inside or outside. The renter is responsible for Caterer clean-up.

11. Renters must provide their own trash bags and remove event garbage from the premises upon leaving.

Decorations and Displays:

12. The Director or a designee must approve the use of displays or items that the Renter wishes to place anywhere in or around the LeMoyne property.

13. Exhibition pieces may not be moved.

14. Decorations may NOT be hung from any sculpture or ceiling.

15. No live animals, trees, or plants are permitted inside the building.

16. Posters, banners, signs, or any printed material may not be posted on windows, doors, walls, or ceilings without Lemoyne's mission.

17. LeMoyne prohibits the throwing of rice, birdseed, confetti, or artificial petals on the property. The use of real flower petals is permitted.

Rented Items:

18. Rental of LeMoyne's venues does not include tables, chairs, or tents. Recommendations can be provided upon request.
19. LeMoyne Arts will not sign for any deliveries nor will any LeMoyne staff assume responsibility for rented property and/or pick-up arrangements.
20. No equipment or materials are allowed in the contracted area or any other part of the facilities outside the agreed-upon period of use. Delivery of materials or equipment prior to the agreed upon time or the failure to clean out all materials and equipment by the agreed upon time may result in additional billing at the pro-rated hourly rental and additional manpower rates.

Photography Policy:

21. Photography shall be confined to the event, not the artwork. Copyright regulations prohibit photography of works of art in the building or on the grounds without the prior consent of the Director. Photos in which art is featured prominently must be accompanied by an attribution with the artist's name and information about LeMoyne Arts.

Political Events:

22. If your event is political in nature, printed material and public service announcements related to the scheduled event must be submitted in writing for approval one week prior to the printing or distribution of the announcement or advertisement. The statement "LeMoyne Arts does not endorse any candidate or party" must be visible on announcements.

Other Notable Items:

23. LeMoyne must be notified immediately of any changes to the information provided in this agreement.
24. LeMoyne reserves the right to revise and implement this Rental Agreement at any time.
25. A copy of the signed contract is available upon request.
26. All rentals, with the exception of non-profits, are subject to 7.5% sales tax.

Required Deposits & Cancellation Policy

Deposits:

Upon signing the Rental Agreement, a refundable Security Deposit is required to hold a reservation.

- In order to reserve a rental space and time, a \$500 Security Deposit is required upon signing the Rental Agreement. This will be refunded after the event if no damage to the premises is incurred.
- Full payment is due thirty (30) days prior to the event.
- Renter is liable for property damage or loss. Any damage incurred to LeMoyne Arts premises or property will be deducted from the Security Deposit.

Cancellation Policy:

Cancellation must be in writing (email is fine) and received by Executive Director. If the Renter cancels:

- 7 days or more prior to the event, the renter will be refunded their Security Deposit and half of the total Rental Fee.
- Less than 7 days prior to the event, only the Security Deposit will be refunded

Rental Agreement - *Event Details*

Event Information

Event Title/Short Description: _____

Event Date: _____

Event Start Time: _____ Event Finish Time: _____

Set Up Arrival Time: _____ Clean Up Finish Time: _____

Number of Guests Expected: _____

Bar Options (please select one): Cash Bar* Open Bar* No Alcohol

**Commercial Liquor Liability is required for a cash bar. Host Liquor Liability is required for an open bar. All bars must close by 11 PM.*

Contact Information

Individual Name: _____

Organization Name* (if applicable): _____

Address: _____

Phone Number: _____

E-mail Address: _____

**If this agreement is made by a corporation, partnership, association, club, or society, the individual making this agreement represents that he/she does so with the full authority of the organization. Non-Profit organizations must provide a copy of their DR-14 form.*

Contact Information for Secondary Point Person (must be different from above)

Name: _____

Role/Job in Event: _____

Address: _____

Phone: _____

E-mail Address: _____

Rental Agreement - *Contract*

LeMoyne accepts all major credit cards and forms of digital payment.
Please make checks payable to "LeMoyne Arts".

Venues Rented: Gallery Gardens Gallery & Gardens

Duration: Half Day Full Day Additional Hours: ____ hour(s)

Day of Week: Weekday Weekend

Membership Status: Member Non-member

Venue Rental Rate	
+ Security Personnel <i>(if applicable)</i>	\$50 x ____ hours = _____
+ Additional Items <i>(if applicable)</i>	
Rental Rate SUBTOTAL	
+ Sales Tax (7%)	
RENTAL RATE TOTAL <i>(Due no later than 30 days prior to event)</i>	

Security Deposit <i>(Required to secure date at signing and refunded after event if no damage is incurred)</i>	\$500
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By signing below, I/we agree to hold LeMoyne Arts harmless, and agree to adhere to the Rental Policies and Procedures set forth in the Event Rental Packet.

Renter Signature

Executive Director Signature

Renter Printed Name

Executive Director Printed Name

Date

Date

Renter Checklist

for Renter's Use

Required to secure venue/date:

- Rental Application including signed contract
- \$500 Security Deposit

Due (no later than) 30 days before event:

- Full payment of the Rental Fee (listed in contract)
- Proof of Event Insurance
- Additional "Commercial Liquor Liability" or "Host Liquor Liability" policy if applicable
- Vendor names and contact information
- Copies of "General Liability and Workers Compensation" insurance from vendors
- Proof of Non-Profit if applicable

Event Rental File

for Office Use

Event/Contact Information

Event Title/Short Description: _____

Event Date: _____

Individual Name: _____

Organization Name* (if applicable): _____

Phone Number: _____

E-mail Address: _____

Member of LeMoyne Arts: Yes / No

Vendor Information (Name & Phone Number)

Caterer: _____

Florist: _____

Band: _____

DJ/Audio-Visual Tech: _____

Other (_____): _____

Checklist

- Rental Application including signed contract
- \$500 Security Deposit
- Full payment of the Rental Fee
- Proof of Event Insurance including additional liquor policy if applicable
- Vendor names and contact information
- Copies of Workers Comp insurance from vendors
- Proof of Non-Profit if applicable

Damage

Damage Expenses: Yes / No

Damage Amount: \$_____

Notes

Renter Checklist

for Renter's Use

Required to secure venue/date:

- Rental Application including signed contract
- \$500 Security Deposit

Due (no later than) 30 days before event:

- Full payment of the Rental Fee (listed in contract)
- Proof of Event Insurance
- Additional "Commercial Liquor Liability" or "Host Liquor Liability" policy if applicable
- Vendor names and contact information
- Copies of "General Liability and Workers Compensation" insurance from vendors
- Proof of Non-Profit if applicable



125 N. Gadsden St.
Tallahassee, FL 32301
850.222.8800
lemoyne.org

Total rentable space:
1440.5 sq. ft.

**Kuhn Gallery Shop is not available to rent.*

