



LeMoyne Arts

VENUE RENTALS

LeMoyne Arts is located in the historic Park Avenue district of downtown Tallahassee, Florida. LeMoyne's art gallery, serene sculpture garden, classic gazebo, XOJ Salon, and Courtyard offer beautiful and charming settings for a variety of gatherings and celebrations. We welcome the opportunity to host your event.

For more information, contact:

Gabrielle Quintero, Venue Coordinator

Gabrielle@LeMoyne.org

125 N. Gadsden Street, Tallahassee, Florida 32301

Venue Descriptions

Venue	Spaces and Amenities Included:	Capacity
Gardens	LeMoyne's Sculpture Gardens, Dozier patio, Guilday Gazebo; Rockwood Pavilion and Lower Plaza by request; Accessible (ADA Compliant) restrooms, caterer's kitchen in the Studios of LeMoyne building; WiFi.	~225 (seated) ~300 (standing)
Gallery	LeMoyne's curated art gallery spaces and front porch. (Gallery Shop will be staffed.) Baldwin-Legran caterer's kitchen in the Education Building. WiFi.	~35 (table seating) ~50 (lecture seating) ~75 (standing)
XOJ Salon & Courtyard	XOJ Salon & Courtyard, Accessible (ADA Compliant) restrooms, caterer's kitchen in the Studios of LeMoyne building; WiFi.	~20 (seated) Salon ~20 (seated) Courtyard
Fortunas Family Suite	Accessible (ADA Compliant) restrooms, caterer's kitchen in the Studios of LeMoyne building; WiFi.	Available with Garden Rentals only upon request.

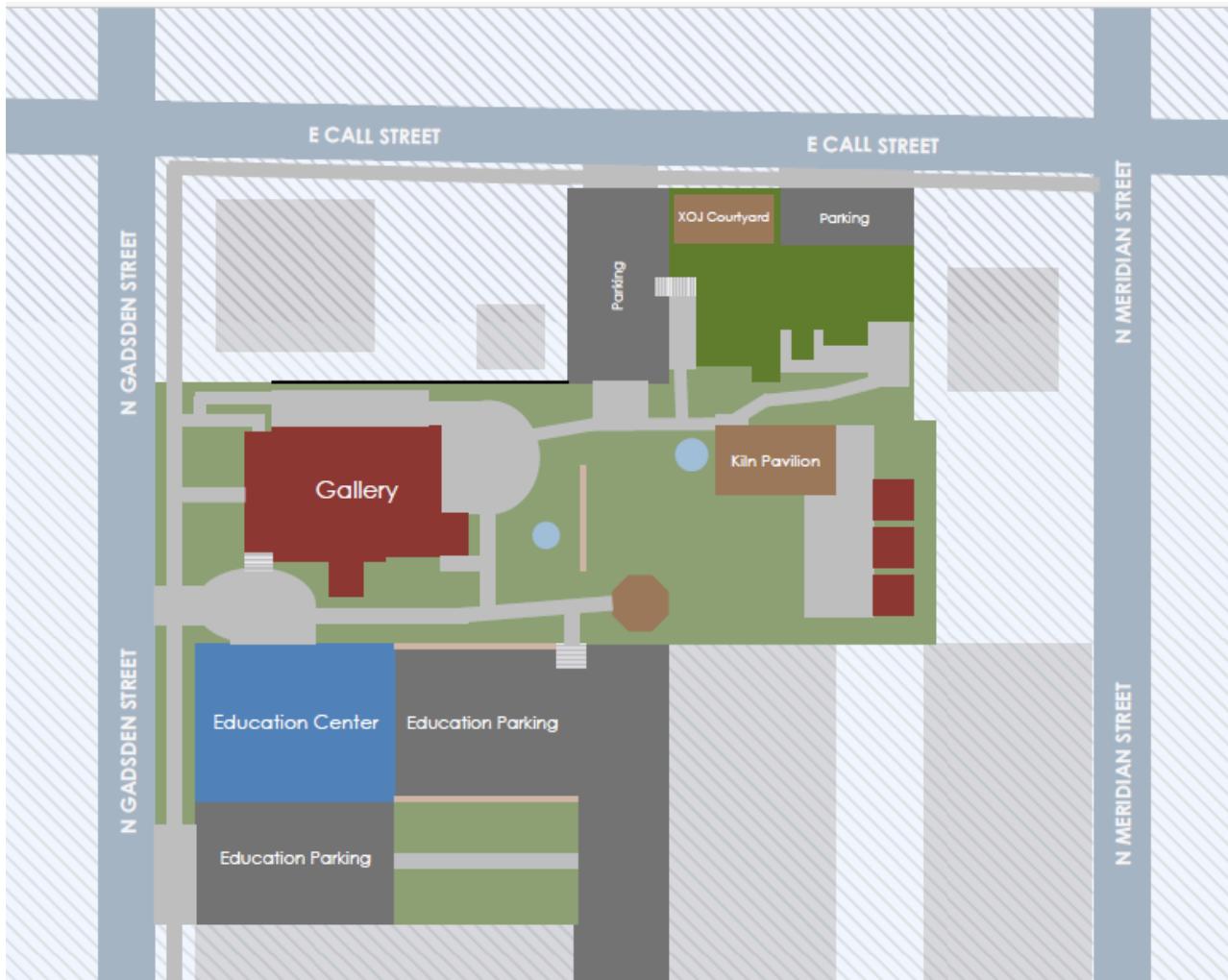
Venue Pricing

VENUE	Duration (Includes set-up & clean-up))	Monday - Thursday	Friday - Sunday	Additional Hours (a la carte)
Gardens	up to 6 Hours	\$450	\$850	\$150/hr
	up to 12 Hours	\$800	\$1,500	
Gallery	up to 6 Hours	\$450	\$850	\$200/hr
	up to 12 Hours	\$800	\$1,500	
Gardens & Gallery	up to 6 Hours	\$800	\$1,200	\$200/hr
	up to 12 Hours	\$1,300	\$2,000	
XOJ Salon & Courtyard	up to 6 Hours	\$250	\$450	\$75/hr
	up to 12 Hours	\$450	\$800	
Pillars of LeMoyne Society & Benefactor Members receive 10% off all Venue Rentals.				

Presenting Sponsors of Exhibits receive 15% off Venue Rentals within one year of sponsorship.

Venue Maps

THIS IS A PLACEHOLDER MAP FOR THE
CAMPUS MAP, SHOWING A DRAFT IN
PROGRESS



Venue Rental Agreement

This Venue Rental Agreement [“Agreement”] defines the terms and conditions under which LeMoyne Art Foundation, Inc. dba LeMoyne Arts, [hereinafter referred to as “LeMoyne Arts”], and _____ [hereafter referred to as the “Renter”] agree to the Renter’s use of LeMoyne Arts facilities [“Venue Rental”],

_____ [“Venue(s)’] on _____ from _____ until _____ [“Venue Rental Period”]. This contract constitutes the entire agreement between the parties and becomes binding upon the signature of both parties. The Agreement may not be amended or changed unless executed in writing and signed by LeMoyne Arts and the Renter. LeMoyne Arts Policies and Conditions for Use are incorporated into this Agreement.

1. General: By executing this Agreement, the Renter confirms understanding and compliance with all LeMoyne Arts policies and procedures, including but not limited to those explicitly outlined in this Agreement. The Renter confirms that Event Details (Attachment A) will be filled out completely and accurately as soon as the information is available, and no later than thirty (30) days prior to the event. Should Attachment A be provided less than thirty (30) days prior to the event, LeMoyne Arts reserves the right to assess an additional \$100 fee to cover administrative costs.

2. Payment Terms:

- i. In order to reserve a Venue(s) and Venue Rental Period, a \$500 Security Deposit is required upon signing this Agreement. The Security Deposit will be refunded within sixty (60) days after the Venue Rental Period if no damage to the premises is incurred. Renter is liable for property damage or loss. Any damage incurred to LeMoyne Arts premises or property will be deducted from the Security Deposit. *Security Deposit payment must be made via cash or check; if paid via credit card, an additional fee will be assessed.*
- ii. Full payment of the Rental Fee is due thirty (30) days prior to Venue Rental Period. LeMoyne Arts accepts all major credit cards and forms of digital payment. Please make checks payable to “LeMoyne Arts”.

iii. All rentals, with the exception of tax-exempt organizations, are subject to all applicable taxes. Tax-exempt organizations must provide a certificate of exemption.

3. **Insurance Requirements:** The Renter agrees to obtain all required insurance and provide proof of insurance to LeMoyne Arts no less than thirty (30) days prior to the Rental. The facility cannot be rented without the applicable insurance:

i. Event Insurance Certificate of insurance (COI), showing:

1. Limits no less than \$1,000,000 (one million dollars),
2. Including "bodily injury and property damage liability" protection combined single limit or occurrence limit,
3. Including \$300,000 "damage to rented premises,"
4. Naming "**LeMoyne Art Foundation, Inc. and its Trustees**" as additional insured,
5. For the date and duration of the event covered by this agreement,
6. If the event will have a bar, Event Insurance COI must include, in the amount of no less than \$1,000,000:
 7. "Commercial Liquor Liability" policy (if cash bar),
 8. "Host Liquor Liability" (must be checked, if open bar).
9. All Policies and Coverages must be Primary and Noncontributory, and include a Waiver of Subrogation.
10. *Note: Event Insurance can be obtained through Homeowners insurance, or LeMoyne Arts can provide recommendations for third-party insurance providers.*

ii. General Liability and Workers Compensation Insurance Certificates:

1. For any Sub-contracted Vendors or service providers that Renter hires for use within the Venue(s) during the Venue Rental Period, Renter is required to obtain and provide proof of Worker's Compensation insurance, and proof of General Liability Insurance (listing "LeMoyne Art Foundation, Inc. and its Trustees" as additional

insured, be Primary and Noncontributory, and include a Waiver of Subrogation). This requirement applies to all service vendors, including, but not limited to:

- a. Florists,
- b. DJs & Bands,
- c. Caterers, Food Trucks*

***Additional Requirements for Food Trucks:** For any Food Truck that the Renter hires for use within the Venue(s) during the Venue Rental Period, the Renter is required to obtain and provide the Food Truck Vendor's:

- i. Copy of Business Tax Certificate, DBPR License, or similar food service license,
- ii. Certificate of Insurance from their Insurance, providing coverage as follows:
 - 1. "LeMoyne Art Foundation, Inc. and its Trustees" must be listed as additional insured for Commercial General Liability insurance with \$1,000,000/\$2,000,000 limits of Bodily Injury/Property Damage Liability,
 - 2. If they will be using a motor vehicle to provide their services, for example, a food truck, the Certificate of Insurance must show Automobile Liability insurance listing "LeMoyne Art Foundation, Inc. and its Trustees" as an Additional Insured with a \$1,000,000 limit, Primary and Noncontributory, Waiver of Subrogation,
 - iii. Please note the business name listed on the License and Insurance documentation must match and be current.

4. Indemnification & Waiver of Claims:

- i. 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.
- ii. 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.

- iii. 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 the Executive Director's approval.
- iv. The Renter shall conduct the event in an orderly manner and 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.
- v. 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.
- vi. If this agreement is made by a corporation, partnership, association, club, or society, the individual making this agreement represents that they do 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.

5. Alcohol and Smoking:

- i. The Renter agrees that no smoking will occur on LeMoyne Arts property. Smoking is not permitted anywhere in the galleries of LeMoyne Arts or on the porches or grounds.
- ii. At LeMoyne Art's Sole discretion, Security Personnel may be required, and the Renter is responsible for all fees associated with the hiring of Security Personnel.
- iii. The Renter agrees to pay an additional fee for security personnel.

- iv. The Renter agrees to close all bars by 10:00 P.M. ET
- v. The Renter agrees to abstain from the use of any open flames or pyrotechnics. Open flames and pyrotechnics are prohibited in or around LeMoyne Arts grounds.

6. Food, Beverages, and Clean-Up:

- i. 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.
- ii. By signing this agreement, the Renter understands that:
 - 1. No food or beverages will be allowed within LeMoyne Arts Galleries unless explicit permission is provided to the Renter by LeMoyne Arts. To request permission, Renters must provide a description of food service including a layout.
 - 2. All rented kitchen supplies (plates, flatware, glasses, etc.) must be removed by the end of the Venue Rental Period. Exceptions must be requested and approved by LeMoyne Arts Staff prior to end of the Venue Rental period.
 - 3. LeMoyne Arts does not supply containers for leftover food.
- iii. The Renter agrees to coordinate a meeting of Renter, LeMoyne Arts Staff, and food service providers no later than three (3) weeks prior to the event to review all arrangements, including scheduling, set-up, menu, and clean-up.
- iv. LeMoyne Arts reserves the right of final approval of the caterer and any other vendors selected for use within the Venue(s), as well as all decorations and promotional or sale materials brought to LeMoyne Arts. 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.
- v. Renters must provide their own trash bags remove event garbage from the Rented Venue and place it in city trash receptacles.

- vi. Renter shall be responsible for returning the Venue(s) to the condition in which it was provided to them. All property belonging to Renter, Renter's invitees, guests, agents, and sub-contractors, shall be removed by the end of the Venue Rental Period. All property remaining on the premises beyond the end of Venue Rental Period may be removed by LeMoyne Arts. Should the Renter need special consideration for the removal of property beyond the Venue Rental Period, this must be arranged and approved by LeMoyne Arts prior to the Venue Rental Period, and may require an additional fee. LeMoyne Arts is not responsible for any property left behind by Renter, Renter's guests, invitees, agents, and sub-contractors.

7. **Decorations and Displays:** LeMoyne Arts must approve the use of displays or items that the Renter wishes to place anywhere in or around the LeMoyne property. The Renter understands that:

- i. Exhibition pieces may not be touched or moved.
- ii. Decorations may NOT be hung from any sculpture or ceiling.
- iii. No live animals, trees, or plants are permitted inside of LeMoyne Arts buildings.
- iv. Posters, banners, signs, or any printed material may not be posted on windows, doors, walls, or ceilings without explicit permission from LeMoyne Arts.
- v. LeMoyne prohibits the throwing of rice, birdseed, confetti, or artificial petals on the property. The use of natural flower petals is permitted.

8. **Equipment and Rented Items:**

- i. Renter understands that Venue Rental does not include tables, chairs, linens, tableware, catering, or tents. A *list of recommended vendors can be provided upon request*.
- ii. Renter's equipment and/or materials are permitted only within the Venue(s), during the Venue Rental Period. Failure to clean out all materials and equipment by the end of the Venue Rental Period may result in additional billing at the prorated hourly rental and/or additional janitorial

or cleaning fees.

- iii. LeMoyne Arts will not sign for any deliveries nor will any LeMoyne staff assume responsibility for rented property and/or pick-up materials or goods. Any deliveries must arrive during the Venue Rental Period, and received by Renter, unless approved by LeMoyne Arts Staff in advance of Delivery. Renter is responsible at all times for any rented items, furniture, and equipment, regardless of receiving party. Renter assumes the entire risk of loss, regardless of cause.
- iv. All rented equipment must be dropped off and picked up from LeMoyne Arts property within the Venue Rental Period, unless explicitly arranged with LeMoyne Arts. Additional fees may be incurred for early drop-offs and late pick-ups.

9. Photography Policy: Copyright regulations may 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.

10. Political Events: If Venue(s) is being rented for an event or purpose that 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 Renter agrees that the statement "LeMoyne Arts does not endorse any candidate or party" will be included and be visible on all political materials referencing LeMoyne Arts or the Venue(s).

11. Changes & Cancellation

- i. Changes: In the unlikely event the Renter is required to change the date or time of the Venue Rental, every effort will be made by LeMoyne Arts to transfer reservations to support the new date. The Renter agrees that in the event of a date change, any expenses, including but not limited to, deposits and fees that are non-refundable and non-transferable, are the sole responsibility of the Renter.
- ii. Cancellation: In the event Renter must cancel the Venue Rental, Renter

shall notify LeMoyne Arts immediately in writing or by email. Once cancelled, the Renter shall be responsible for agreed liquidated damages as follows:

1. If Renter cancels seven (7) days or more prior to the event, Renter will be refunded the Security Deposit and half (50%) of the total Rental Fee.
2. If Renter cancels less than (7) days prior to the event, the Security Deposit will be refunded however no Rental Fee refunds will be issued.
- iii. LeMoyne Arts reserves the right to revise and implement this Rental Agreement at any time.

12. Additional Terms and Conditions:

- a. Renters must be eighteen (18) years of age or older.
- b. All events and music must end by 10:00 P.M. and Venue Rental Periods must end by 11:00 P.M.
- c. LeMoyne Arts is located inside a residential neighborhood, and Renter agrees that if the event receives a noise warning, the volume must be reduced to an acceptable level immediately.

*If this agreement is made by a corporation, partnership, association, club, or society, the individual making this agreement represents that they do so with the full authority of the organization.

By signing below, I/we agree to hold LeMoyne Arts harmless, and agree to adhere to The Venue Rental Agreement and all LeMoyne Venue Policies and Procedures.

Renter Name Printed		
Renter Signature		Date:
Executive Director Signature		Date:

ATTACHMENT A - EVENT DETAILS

Please return this to the Venue Coordinator within thirty (30) days prior to Venue Rental Period

Due Date: _____

Event Information:

Event Title/Venue Rental Purpose:	
Description:	
Venue Rental Date:	
Venue(s) to be Rented (check all that apply):	<input type="checkbox"/> Gallery <input type="checkbox"/> Gardens <input type="checkbox"/> XOJ Salon & Courtyard <input type="checkbox"/> Fortunas Suite
Venue Rental Period Start Time (set up arrival time):	
Event Start Time*:	
Event End Time*:	
Venue Rental Period End Time (clean-up finish time):	
Number of Guests Expected:	
Bar Options (please select one):	<input type="checkbox"/> No Alcohol <input type="checkbox"/> Cash Bar* <small>*Commercial Liquor Liability Insurance is required</small> <input type="checkbox"/> Open Bar** <small>**Host Liquor Liability Insurance is required</small> All bars must close by 10:00 P.M.

Vendor Information:

Caterer:	Name: Phone #:
Florist:	Name: Phone #:
Audio/Visual/DJ:	Name: Phone #:
Other	Name: Phone #:

Contact Information

Organization Name* (if applicable):	
Primary Contact Name:	
Address:	
Phone Number:	
E-mail Address:	
Secondary Contact Name:	
Address:	
Phone Number:	
E-mail Address:	
LeMoyne Membership Status:	<input type="checkbox"/> Member Membership Level: _____ <input type="checkbox"/> Non-member

Security Deposit Refund Information:

The Security Deposit will be refunded within sixty (60) days after the Venue Rental Period if no damage to the premises is incurred. Renter is liable for property damage or loss. Any damage incurred to LeMoyne Arts premises or property will be deducted from the Security Deposit.

Refund Security Deposit to:	
Name:	
Address:	

INTERNAL – For LeMoyne Arts Office Use ONLY

Venue Rental Invoicing Calculation

'Venue Rental Rate	
+ Security Personnel (if applicable)	Hours _____ X Hourly Rate \$ _____ = \$ _____
+ Additional Items (if applicable)	
Rental Rate SUBTOTAL	
+ Sales Tax	
RENTAL RATE TOTAL (Due no later than 30 days prior to event)	
Security Deposit (Required to secure date at signing and refunded after event if no damage is incurred)	\$500

Required to secure venue/date:

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

Documentation Checklist:

- Full payment of the Rental Fee
- Proof of Event Insurance including additional liquor policy if applicable
- Workers Comp and Liability insurance from vendors
- Vendor names and contact information
- Certificate of Tax-Exemption (if applicable)

