



125 N. Gadsden Street, Tallahassee, FL 32301

# Rental Agreement Packet

**For more information contact:**  
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*Thank you for considering LeMoyne Arts for your event.  
Our historic gallery, serene garden, and education facilities offer many beautiful and charming settings for a variety of events. We welcome the opportunity to host your event.*

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# Reservation Request

*Chairs, tables and tents can be rented through a third party.*

*Recommendations provided upon request.*

<b>Meginnis-Munroe House (Maximum Attendance: 150 Guests)</b>		
<i>The Gallery Building at 125 N. Gadsden Street (Puckett, Hoover and Albrecht Galleries, Block Lobby)</i>		
Basic Usage	Member Price	Regular Price
<b>3 Hours, up to 50 Guests:</b>	\$120/hour	\$140/hour
<b>For more, see "Additional Items"</b>		

<b>Helen Lind Sculpture Garden (Maximum Attendance: 100 Guests)</b>		
<i>With Access to the Kitchen and Bathroom in the Meginnis-Munroe House</i>		
Basic Usage	Member Price	Regular Price
<b>3 Hours, up to 50 Guests:</b>	\$120/hour	\$140/hour
<b>For more, see "Additional Items"</b>		

<b>Studio Art Building (Maximum Attendance: 30 Guests)</b>		
<i>417 E. Call Street (Studio A and Kitchen)</i>		
Basic Usage	Member Price	Regular Price
<b>3 Hours, up to 30 Guests:</b>	\$70 (3 hours)	\$75 (3 hours)
<b>For more, see "Additional Items"</b>		

<b>Additional Items (May Require Director Approval)</b>		
Add:	Member Price	Regular Price
<b>Over 50 Guests:</b>	Add \$50/Hour	Add \$55/Hour
<b>Additional Time (ex. for Set Up):</b>	\$120/hour	\$140/hour
<b>Chairs, Tables, Tents:</b>	<i>Please inquire -- a small fee may apply</i>	
<b>Security Personnel:</b>	<i>Please inquire -- a small fee may apply</i>	

<b>Basic Usage Rental Price</b>	\$
<b>Additional Items</b>	\$
<b>SUBTOTAL (See p. 10 for full contract and pricing)</b>	\$

Organization Name                      Event Date                      Renter Name                      Request Date

***Requests are subject to Application Review and Approval by Director (pp.9-10)***

# Policies and Procedures

## Introduction:

LeMoyne Arts is a private non-profit center for the visual arts situated in a designated historic area of Tallahassee. Public hours of operation for the Gallery are Tuesday – Saturday, 11 AM – 6 PM. The Gallery displays exhibits throughout the year. The Art Education building hosts workshops, class sessions and camps throughout the year. LeMoyne Arts is closed during major holidays. Basic Rental prices include the presence of one staff member from LeMoyne Arts. Prices for additional Guests or Hours include an additional staff member. For events in which alcohol is served, LeMoyne Arts will hire security personnel. The hours for the security personnel will be determined 30 days prior to the event and will be included in the cost of the rental, under “Additional Items.” All rentals, with the exception of non-profits, are subject to 7.5% sales tax.

## 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 Operations Director of LeMoyne Arts. The Operations 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.

## 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, 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 Operation 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:**

4. Smoking is not permitted anywhere in the LeMoyne Arts or on the porches or grounds.
5. LeMoyne is required to hire Security Personnel for evening functions in which alcoholic beverages are served. This will be billed as an additional item.
6. All bars must close by 11 PM.

## **Fire Safety:**

7. Open 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:**

8. No food or beverages are allowed in exhibition galleries without explicit permission and layout.
9. 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.
10. 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; serving trays, tablecloths, equipment, personnel, for delivery, set-up, clean up and pick up of catering equipment.
11. 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, outside, in the covered garden patio for pick up.
12. 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.
13. Clean up (including mopping of kitchen, wiping counter tops) and removal of garbage after the event is mandatory. NO DISPOSING OF GREASE IN ANY DRAIN inside or outside. Renter is responsible for Caterer clean-up.
14. Renters must provide their own trash bags and remove event garbage from the premises upon leaving.

**Decorations and Displays:**

15. The Director or a designee must approve the use of displays or items that the Renter wishes to place anywhere in or around LeMoyne property.
16. Exhibition pieces may not be moved.
17. Decorations may NOT be hung from any sculpture or ceiling.
18. No live animals, trees, or plants are permitted inside the building.
19. Posters, banners, signs, or any printed material may not be posted on windows, doors, walls, or ceilings without LeMoyne permission.
20. LeMoyne prohibits the throwing of rice or birdseed on the property. The use of flower petals is permitted.

**Rented Items:**

21. LeMoyne Arts will not sign for any deliveries nor will any LeMoyne staff assume responsibility for rented property and/or pick up arrangements.
22. 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:**

23. 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 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.

**Announcement Policy:**

24. 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 line: This event is not sponsored by the LeMoyne Arts must be included and be no smaller than font size #10.

**Other Notable Items:**

25. LeMoyne must be notified immediately of any changes to the information provided in this agreement.
26. LeMoyne reserves the right to revise and implement this Rental Agreement at any time.
27. A copy of the signed contract is available upon request.

# Required Deposits and Cancellation Policy

## Deposits:

*Upon signing the Rental Agreement, a Non-Refundable Security Deposit (applied toward the rental payment) and a Credit Card Pre-Authorization are required to hold a reservation.*

- **In order to reserve a rental space and time, A Non-Refundable Security Deposit of 25% of the Total Rental Price is required upon signing the Rental Agreement.** This will be applied toward the total rental price.
- **Full payment is due thirty (30) days prior to the event.**
- Renter is liable for property damage or loss. LeMoyne Arts reserves the right to charge the credit card on file for the cost of the damage.

## Cancellation Policy:

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

- **7 days or more** prior to the event, the renter will forfeit the 25% security deposit.
- **Less than 7 days** prior to the event, no refund will be issued.



# Rental Application

## Event Details

Please type or print clearly and leave no blank spaces. Use N/A if not applicable.

<b>About This Event:</b>			
Event Title/Short Description:			
Event Date:			
Event Start Time:		Event Finish Time:	
Set Up Arrival Time:		Clean Up Finish Time:	
TOTAL HOURS OF USAGE:			
NUMBER OF GUESTS EXPECTED:			
Please Circle One:	Cash Bar* / Open Bar* / No Alcohol		
<p><i>*Commercial Liquor Liability is required for a cash bar, host liquor liability required for an open bar. All bars must close by 11 PM.</i></p>			
<b>Contact Information for Primary Renter:</b>			
Individual Name:			
Organization (if applicable) *			
Complete Address:			
Phone:			
Email:			
<p>*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.</p>			
<b>Contact Information for Secondary Point Person (must be different than above):</b>			
Name:			
Role/Job in Event:			
Complete Address:			
Phone:			
Email:			
<b>Name and Phone Number for the following, if applicable:</b>			
Caterer:			
Florist:			
Band:			
DJ/Audio-Visual Tech:			
Other:			

# Rental Application

## Contract

*LeMoyne Accepts All Major Credit Cards and Forms of Digital Payment.  
Please Make All Checks Payable to "LeMoyne Arts"*

<b>Areas Rented:</b>					
Member Price (M \$) or Regular Price (R \$) (Circle One)				M \$	R \$
<b>Basic Usage Price (Up to 3 Hours and up to ___ Guests):</b>				\$	
Additional Hour Price:	___ Additional Hours	x	\$ ___ / Hour	\$	
Additional Guest Price:	___ Additional Guests	x	\$ ___ / Hour	\$	
Other Additional Items (Security, Furnishings):				\$	
<b>Rental Price SUBTOTAL</b>				\$	
<b>Sales Tax (7.5%)*</b>				\$	
<b>RENTAL PRICE TOTAL</b>				\$	
<b>Deposits:</b>					
Non-Refundable 25% Security Deposit (Due upon signing agreement, applied toward rental price total.)		RENTAL PRICE TOTAL x .25		\$	
<b>Remaining Balance Due Date:</b>					
<b>Remaining Balance is Due 30 Days Prior to Event</b>		DATE DUE:		\$	

**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 Rental Agreement Packet.**

\_\_\_\_\_  
Renter Signature

\_\_\_\_\_  
LeMoyne Arts Director Signature

\_\_\_\_\_  
Renter Name (Printed)

\_\_\_\_\_  
LeMoyne Arts Director (Printed)

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

# Facility Rental File

## for Office Use

Contact Name, Email, Phone:

Organization Name:

Event Date:

Event Title/Short Description:

Notes:

<b>Name on Card:</b>	
<b>Card Number:</b>	
<b>Authorization Code, Expiration Date:</b>	
<b>Billing Address:</b>	
<b>Member of LeMoyne Arts? Y / N</b>	
Initial Amount Paid \$	Date of Initial Payment:
Remaining Balance Due \$	Due Date of Remaining Balance:
<b>Required Documents Received:</b>	
Alcohol Permit	Proof of Non-Profit
Certificates of Insurance	Liability Waiver, Signed
Damage Expenses? Y / N	Damage \$
Notes:	