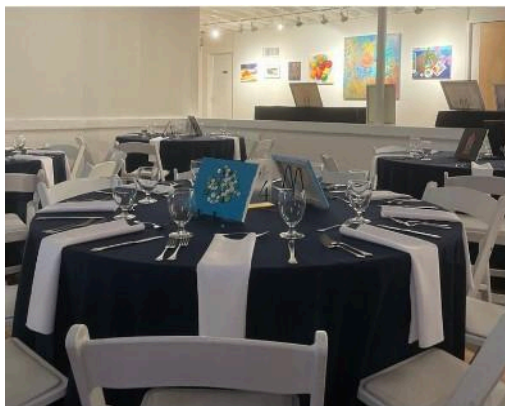
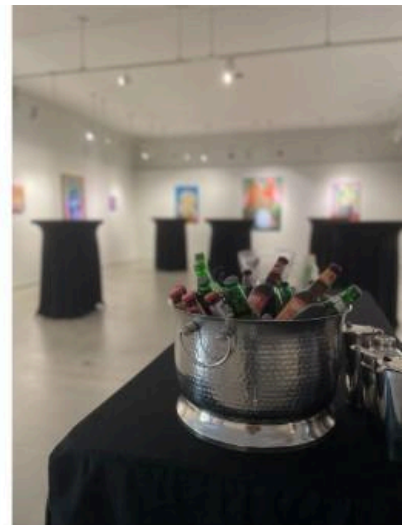


RENTAL INFORMATION PACKET





Mission

Art Center Sarasota brings together creatives and the broader public to increase understanding of our human condition, support wellbeing, and build community connection through the universal language of art.

Vision

We envision a future where art and culture are increasingly essential to our community. The contributions of visual and performing arts will be valued equally as pillars of a thriving bayfront historic district. Through this cultural hub and community outreach, people of all ages and backgrounds will have access to enjoy the many benefits of art. Artists will have the encouragement and practical support needed to gain visibility and grow professionally. Art will stimulate discussion, enhance critical thinking, and elevate the community's social consciousness.

Our Values

Inclusion: We welcome, respect, and embrace people and art in all facets of their diversity.

Community-centric: We maintain a spirit of collaboration as the community's foremost home for local artists and art enthusiasts, serving as a bridge to other entities that promote the common good.

Uncensored Creativity: We actively encourage freedom of expression.

Legacy: We take pride in ACS's historical role elevating the arts in Sarasota, and we are committed to the stewardship required to carry it forward.



ART CENTER SARASOTA RENTAL INFORMATION

Monday - Sunday between the hours of 8:00am-10:00pm subject to availability.

FACILITY RENTAL RATES

Atrium Gallery	\$500/hour (3 hour minimum)	
Galleries 1,2 AND 3	\$500/hour (3 hour minimum)	
Full Facility	Half Day \$4,000 (4 hours)	Full Day \$8,000 (8 hours)
	<i>*full facility rentals include our Sculpture Garden, side classrooms not included</i>	
Happy Hour at ACS	<u>\$500 Setup Fee Includes:</u> <ul style="list-style-type: none">- Your choice of gallery 1, 2 or 3- 2 hours of event time between 5pm - 7:30pm- Includes a beer and wine bar (\$5/drink cash bar or open bar)- All setup completed by ACS to include bar, (2) 6ft tables for client use & cocktail tables as needed.- Client is responsible for food service.	

**Nonprofits must supply 501(c)3 status certificate to be eligible for a 20% discounted rate*

EVENT FEES

- Event Insurance is required for all event rentals
 - A 6% tax is collected for the rental
- *Nonprofits must supply 501(c)3 status certificate to be eligible for tax exemption*

FEE SCHEDULE

- ☐ A 50% Down Payment for the cost of rental, plus a \$500 Security Deposit is due upon booking.
- ☐ The remaining 50% Balance will be collected 30 days prior to the event.
- ☐ Any additional fees incurred during the event will be invoiced to the Renter/Client following the event.

The Renter/Client Security Deposit holds the reserved date of your event and will be refunded via check within 2 weeks after the event provided there is no damage and left clean (a \$250 cleaning will be deducted if the space is not returned to the way it was found).

FEE SCHEDULE CONTINUED:

- **Rescheduling** In the event you need to reschedule, a one-time rebooking change will be accepted outside of 30 days prior to the event date.
 - ACS does not accept rebookings of any event less than 30 days prior to the original event date.
- **Cancellation** of events less than 60 Days prior to the event will forfeit your Security Deposit.
- **Cancellation** of events less than 30 Days prior to the event will forfeit your 50% Down Payment & Security Deposit.

Check, cash or credit card (MC/ VISA/ DISCOVER/AMEX) accepted. A 3% credit card processing fee will apply.

RENTAL AMENITIES INCLUDED**PREP KITCHEN**

Renter must provide their own plates, cups, paper products, serving needs

- Oven
- Stovetop
- Microwave
- Refrigerator w/ freezer, limited space available (no overnight use)
- Prep room for staging & access to loading dock

TABLES

- (15) 6-foot rectangular folding plastic tables & black tablecloths
- (5) round hightop folding plastic tables & black stretch tablecloths

FOLDING CHAIRS

- 60 Grey padded fabric folding chairs

AUDIO / VISUAL EQUIPMENT

- New 130" screen (*only available in Atrium Gallery*)
- Sony Projector (*only available in Atrium Gallery*)
 - Apple TV
 - Air Media
 - Presentation Laser Remote
- Wireless speakers located in Atrium, Gallery 1, Gallery 2, Gallery 3
- Sonos Audio System
- (4) Wireless handheld mics & 2 Wireless lavaliers
- iPad remote control system



ADDITIONAL EVENT INFORMATION

CATERING

- Contact details & insurance must be provided to ACS 30 days in advance of the event.
- Caterers are responsible for delivery to and from the art center during the booked event rental hours.
- It is the responsibility of the Renter to manage all catering logistics, this include the receipt of catered goods, unpacking and storing of catered materials.
- ACS does not provide catering, we can send a list of preferred caterers upon request.

BAR SERVICES

- The sale of alcohol is not permitted on our property without Renter obtaining an alcoholic beverage license through Florida State DBPR.
- The renter assumes all liability for serving and consumption of alcohol. State and local laws apply with regard to alcohol consumption.

NO SMOKING POLICY

Art Center Sarasota is a smoke free property. Smoking is not permitted on the property, this includes inside the building and the outdoor sculpture garden.

FLAMELESS POLICY

Open flames of any kind are not permitted on the property, this includes candles, incense, fireworks, sparklers, propane or butane-powered equipment. Use of warming candles/Sterno by catering for chafing dishes must have prior written permission from ACS staff.

INSURANCE

Renter must purchase and present proof of a Certificate of Insurance reflecting \$1,000,000 in liability coverage naming Art Center Sarasota, Inc. as additional insured prior to the event. Liquor Liability Insurance Coverage must be included if alcohol is to be served. Failure to do so may result in forfeiture of down payment, security deposit, and event.

Below are websites for insurance companies used by previous renters. If you do a web search for "event insurance Sarasota" there are a number of options available.

Peeples Insurance Agency - www.peeplesins.com
Jennifer Peeples - jen@peeplesins.com
8270 Bee Ridge Rd
Sarasota, FL 34241
941-377-7654



ART CENTER SARASOTA

Purmort & Martin - www.purmort.com
2301 Ringling Blvd
941-366-7070
Sarasota, FL 34237

SET UP/ CLEAN UP

- Renter and vendors are responsible for setting up and breaking down all personal items and decor.
- Renter and vendors must leave the space as they found it.
- Renter and vendors are to leave space clean and undamaged. Failure to do so will result in forfeiture or deduction from Security Deposit.

GALLERY APPEARANCE

Art Center Sarasota must approve all decoration plans for the facility rental space 30 days prior to the event. ACS reserves the right to prohibit any decoration considered inappropriate, damaging to the property, or a safety hazard.

All equipment and décor, including but not limited to, plants, floral arrangements, lights, printed materials, gifts, signage, etc. must be delivered and removed during the contracted timing of the event.