



## ARTS@302: RENTAL GUIDE

302 S Main, Broken Arrow, OK 74012

This document shall be a guide to renting space at Arts@302 in the Brown-Kimbrough Center for Arts, Innovation and Creativity. Below you will find our rental rates, rental requirements, client guide, and event request form. To rent our facility, please contact our Executive Director: Jennifer Deal at 918-992-6887 or email [jennifer.deal@arts302.com](mailto:jennifer.deal@arts302.com).

### **Rental Rates for the Arts Center**

Space	Rates
Entire Art Center	\$1000 for 5 hours, then \$250/hour. (5 hour minimum)
Gallery (and outdoor patio)	\$600 for 3 hours, then \$250/hour. (3 hour minimum)
Individual Classrooms, and/or Studios	\$250 for 3 hours, then \$75/hour. (3 hour minimum)
Outdoor Classroom (Upstairs Balcony)	\$250 for 3 hours, then \$75/hour. (3 hour minimum)

### **Basic Rental Rate includes the following:**

- One staff member is available in the building.
- Tables and chairs for up to 30 people. (Available: Thirty 5 ft Rectangle Studio Tables, Six 60" Round, and ten 8 ft. Rectangle)
- Sound System: Gallery (and patio), Downstairs Studio, and Upstairs Balcony.
- Screen: Front projection. In the gallery.
- 70" Screen Smart TV's available in the gallery and all studios.
- Catering kitchen available.

### **Equipment Available for Extra Cost (options not listed will be quoted separately)**

- o Additional chairs and tables \$35.00 per hour setup time
- o Microphone: Available for the gallery, downstairs classroom, or balcony. Cordless or Corded with a stand.

**Additional costs based on unforeseen needs may also be negotiated as needed.**



ARTS@302: RENTAL REQUIREMENTS

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All scheduling will take place through the Arts@302 staff.

☐ Insurance

A certificate of \$1,000,000 liability insurance to comply with the Tort Claims Act (BH 1940) with ArtsOK: The Regional Arts Alliance of Broken Arrow listed as the additional insured must be furnished to Arts@302 no later than (10) days prior to the scheduled event. HB Tort Claims Act – The liability of a political subdivision or an employee, claims within the scope of this act arising out of an accident or occurrence happening after June 30, 1983 shall not exceed:

- \$25,000 to claimant for any number of claims for damage to or destruction of property arising out of a single accident or occurrence.
- \$100,000 to claimant for all other claims arising out of a single accident or occurrence
- \$1,000,000 for any number of claims out of a single occurrence or accident.

☐ Deposit

A deposit of 50% of the full rental costs must be submitted at the time of the rental agreement to lock in date. This deposit is not refundable unless the agreement for the facility is canceled in writing 30 days prior to the event.

☐ Payment

Payment in full of all known charges shall take place prior to or on the day of the event. Additional charges that may develop because of required changes in equipment, additional personnel needed, additional facility use, or any damage to the facility or equipment will be billed to the lessee.

**\*To solidify and lock a date on our events calendar, insurance, deposit, and a signed copy of the Arts@302 Rental Contract are required.**



#### ARTS@302: CLIENT GUIDE

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All scheduling will take place through the Arts@302 staff.

#### Planning Meetings

##### WHAT, WHEN, AND WHY:

These meetings are scheduled approximately one month prior to the event. Every client of the space is required to attend a minimum of one planning meeting. More meetings may be scheduled if the event is complex or technical information is incomplete. The need for additional meetings is determined by the Arts@302 staff. These meetings are held at mutually convenient times, and are scheduled by the Arts@302 staff.

At this meeting, the client will be asked questions regarding times, equipment, etc. It is imperative that one voice representing the client answer these questions. This one voice must be empowered by the client to answer all technical questions, determine schedules, and incur expenses. Final decisions are made at this meeting. Any changes are difficult to facilitate. It may not be possible to reschedule resources if meetings are delayed or if changes are made afterward.

#### Arts@302 Philosophy

ARTS@302 IS A COMMUNITY ART CENTER. OUR PRIMARY GOAL IS FACILITATING CREATIVE LEARNING IN BROKEN ARROW. IT IS IMPORTANT THAT CLIENTS REALIZE THAT THEIR EVENTS WILL HAPPEN IN AND AROUND THAT CREATIVE LEARNING.

#### FACILITY USE GUIDELINES

The following are overall guidelines for facility use in Arts@302. Arts@302 reserved the right to change these guidelines at any time.

#### **DEI**

**ALCOHOLIC BEVERAGES:** A state-licensed bartender (supplied by the contracted caterer or approved by Arts302 management) shall serve all alcohol. Bartenders should have a copy of their ABLE liquor license with them during the event, or provide a copy to Arts@302 management in advance of the event. Bartenders are not allowed to consume alcohol while working the event.

- Oklahoma Law **STRICTLY PROHIBITS** the following:
  - Service of alcoholic beverages to persons less than 21 years of age
  - Transporting open containers from the building - opened containers (bottles, cans, etc.) may be removed from the building at the end of the event by catering personnel or by the client (lessee) only.
  - Unattended or self-service alcohol stations are not allowed in the building or in the parking lot. This includes kegs of beer, wine carafes, champagne fountains, or wine/champagne bottles on guest tables. Kegs must not leak and must be removed from the building immediately after the event.
  - Arts@302 management and staff reserve the right to limit and/or cease alcohol service and consumption on the premises before, during and after an event if the situation warrants.

**ANIMALS PROHIBITED:** No animals, except registered service animals, are allowed in the space.

**BROADCAST RECORDING RIGHTS:** Any broadcasting or televising in any manner in connection to the client's use of the space must have written approval by the director of Arts@302.



**CATERING:** Caterers must be approved by Arts@302 in advance of every event. Prior to the event, caterers must be able to provide a Certificate of Insurance and Arts@302 must receive a valid copy of insurance to keep on file. If a professional catering service is not used, the client agrees to follow all catering guidelines listed in this document and submit a signed liability waiver form.

**CANCELLATIONS DUE TO WEATHER:** In the event of inclement weather, a reasonable effort will be made to keep outdoor events as planned. If this is not possible, the event will be moved to the upstairs flex classroom unless other arrangements have been made.

**CANDLES:** Candles are only permitted inside the building, on patios and on the balcony on tables if they are enclosed in glass or fireproof containers. Surfaces (tables, floors, etc.) must be protected from candle wax.

**CHAPERONING OF CHILDREN:** Events incorporating children must have adult supervision at all times in the gallery and classroom areas. These adults must be supplied by the client.

**CLEAN UP:** All rental equipment, cleaned dishes, utensils, linens, etc. must be stacked/stored in the Loading Dock at the conclusion of the event, unless instructed differently by Arts@302 management or staff.

- All trash (including linen hangers and plastic bags) and food must be removed from the building at the conclusion of the event. Please do not overfill trash cans or stack trash cans inside one another. The liners can break if they are too heavy. At the end of the event, new trash liners must be inserted into kitchen trash containers. If you need assistance, or more liners, ask ARTs@302 staff or management. All trash should be taken to the large trash dumpsters located outside the loading dock in the parking lot on the west side of the building. We recommend that garbage is handled by catering staff, but if the vendor leaves before clean up is completed, it will be the client's (Lessee) responsibility to clean and remove trash.
- Post-event mopping, sweeping and vacuuming is included with your rental. However, this type of cleaning does not apply to excessive spills or messes created during the event. Please ensure spilled drinks, etc. are handled at the time of the incident as to protect guests from accidents and prevent damage of the building or art work.
- In the event of spills inside the catering refrigerators, we will require the refrigerator to be cleared/cleaned by the client or caterer.
- A cleanup checklist which outlines Arts@302's expectations regarding the facility following an event will be provided to each lessee.

**CLIENTS EQUIPMENT:** Any equipment used for an event that is supplied by the client, i.e. A/V or lighting equipment, must have approval of the Arts@302 staff. In accepting delivery of property addressed to the client, Arts@302 is acting for the accommodation of the client and shall not be held liable for any loss or damage thereof. Client assumes all responsibility for any property which may be placed in storage during or between events.

**CONTROL FURNITURE AND EQUIPMENT:** No furniture or equipment can be used or changed without prior approval of the staff at Arts@302.

**CONTROL OF PREMISES:** It is understood that no agreement with the client relinquishes Arts@302's right to control the management of the facility and to enforce all laws, rules and regulations.

**CODE OF CONDUCT:** Client agrees that at all times he/she will conduct his/her activities with full regard to public safety, and will observe and abide by all applicable regulations and requests by duly authorized facility, city and governmental agencies responsible for public safety.



**DEFAACEMENT OF FACILITY:** No client shall be allowed nails, tacks, tape, screws, or similar material to be driven or placed in any part of the premises. Repair of all damage is the responsibility of the client. Decorating plans should be discussed with the director prior to the event.

**FACILITY ACCESS:** The client's beginning contract time is when all service providers, including the client, may enter the building to set-up and begin decorating. The contract ending time is when all clean up must be completed and the building vacated. Any special arrangements must be made in advance and approved by Arts@302. Early entry and late exit is subject to an additional \$250 per hour fee.

- All evening events must end by 11:00pm; we suggest a bar last-call at 10:30pm and last dance no later than 10:45pm. The building must be vacated (including all vendors) by Midnight - no exceptions.
- At least one catering staff personnel must remain onsite until the event is over, or, until all rental supplies and catering are cleared away and all trash removed.

**FOOD/DRINK:** No food or drink is allowed in the gallery except as is arranged for in the client's contract.

**INTERRUPTION OR TERMINATION OF EVENT:** Arts@302 retains the right to cause interruption or termination of any event when, in the sole judgment of Arts@302, such action is necessary in the interest of public safety.

**LOADING DOCK:** Clients will use the loading dock on the west side of Arts@302 to unload anything needed for their event. Immediately after unloading, vehicles must be removed. There is NO acceptable parking in the dock loading area unless it is to load or unload. Clients may also park in specified parking locations around the building to unload.

**NON-EXCLUSIVE RIGHT:** Arts@302 shall retain the right to use and license use of portions of the building not covered in the contract with any individual client, provided that such use will not interfere with the client's activities.

**SMOKING POLICY:** Smoking is not permitted anywhere in or around Arts@302, including the parking lot.

**STAFFING:** All clients' needs are coordinated through the Arts@302 Executive Director and/or Events Manager.

**USE OF KITCHEN:** Arts@302 has a "warm only" kitchen. There are no ovens or stoves for cooking. There can be absolutely no grilling, frying, or open flames of any kind in the building or on the property. Butane or propane torches and hot plates are not allowed, but electric coil hot plates are allowed. Chafing dishes warmed with Sterno gel are allowed during food service only. Disregarding this rule will revoke the caterer's approval by Arts@302 management and they will no longer be an acceptable vendor in the facility.

- The only acceptable outlets for powering catering equipment such as hot boxes are located inside the catering kitchen. Use of any other electrical outlet in the facility could result in a loss of power to the facility.
- There are no garbage disposals on the premises. Please do not place any food or coffee grounds in the sinks. Please dispose of liquids and ice properly.
- An ice maker is available in the catering kitchen. Please do not remove the metal baffle from the ice machine. Arts@302 does not provide ice chests.
- Arts@302 does not supply linen, dishes, utensils, serving plates, paper products, plastic wrap, aluminum foil, etc. The client or caterer must supply or arrange for rental of these



items. Remember to bring your own corkscrew, can openers, ice chests and candle lighters. All rental equipment, dishes, utensils and serving items must be scraped of food and rinsed completely if they are left in the building following an event.

**VENDOR DROP OFF/PICK UP:** Client must notify Arts@302 of the vendor name and delivery date to ensure available space and limit interference from other events. Please specify if other vendors, staff, family, or friends, are delivering items beyond rentals. They are subject to the same drop off and pick up times.

- Approved rental supply companies may drop off rented items one day prior to the event date between 10:00am - 4:00pm on weekdays. **By arrangement only.**
- Rental supply company pick up must occur one business day after the event date between 10:00am - 4:00pm.
- Rentals occurring on Fridays and Saturdays will have a Monday pick up from 10:00am - 4:00pm.
- Any event rental supply company not listed above requires a representative from the client's event to be onsite for delivery at a date/time previously approved by Arts@302 management. This helps us to avoid any items being delivered to the incorrect location in the building.
- It is preferred for caterers, bakeries, florists, musicians, etc. to deliver within the contracted rental period. If special delivery arrangements are needed, they must be coordinated and approved by Arts302 management in advance.