



ARTS@302: RENTAL INFORMATION 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, and client guide.

It must be understood that the art center space is rented as it is, used for exhibits and classes currently scheduled. It is up to the client to inform the Arts@302 of what is needed in the space. The first issue is to determine the nature of the event: party, wedding, meeting, etc.

GENERAL QUESTIONS: Please consider these prior to your Planning Meeting with Arts@302 staff.

- Who will serve as the one voice/contact person for all technical needs? This person must be authorized to incur expenses for the client.
- How many guests will be at your event?
- What spaces are needed for the event?
- What time does the event begin? End?
- What time will set up begin? End? Will you need to set up on a day different from the event?
 - **Carefully consider your event start and end times as there is a fee for running over time. We recommend planning to wrap up your event a half hour before your official ending time.**
- Will you need to schedule a rehearsal time?
- What are the sound system needs? Music? Microphones? What is the source of music? Live or recorded audio playback?
- What are the projection needs? AV equipment?
- What are lighting needs?
- What are the furniture needs? Tables? Chairs? Podium?

PLEASE NOTE: *The Refundable Deposit will be forfeit unless all pre-approved conditions were met including:*

- *appropriate cleaning per the contract description; Return all tables and chairs, as best you can, to the location in which you found them; Debris/spills on the floor should be picked up. You do not need to sweep or mop any floors.; All trash is tied, emptied and **taken to the trash dumpster behind the building.***
- *Premises are vacated on time per the agreement;*
- *no additional furnishings were requested to be moved or utilized during the event or set-up that were not agreed upon prior to the event set-up. **Plan your event carefully leading up to your set-up date.***



Rental Rates for the Arts Center

These are the base rates with minimum hours for the various spaces with a per hour extra during our normal operating hours. An arrangement can be made for combined spaces. *A fee of \$20.00 per hour will be added during our normal closed hours to cover necessary staff. Set-up fees may apply.

	Space	Base Rate/Minimums	Per hour extra fee
<input type="checkbox"/>	Entire Art Center	\$3000 for 5 hours	\$450
<input type="checkbox"/>	Gallery	\$500 for 3 hours	\$125
<input type="checkbox"/>	Gallery with Outdoor Patio	\$600 for 3 hours	\$150
<input type="checkbox"/>	Individual Studios	\$300 for 3 hours	\$75
<input type="checkbox"/>	Upstairs Studio with Outdoor Balcony	\$500 for 3 hours	\$125
<input type="checkbox"/>	Upstairs Balcony	\$300 for 3 hours	\$75

Basic Rental Rate includes the following:

- *One staff member is available in the building during regular operating hours
 - *Two staff members for entire building rental
 - \$20/hour/staff fee if event is held during our normal closed hours
- *Tables and chairs for up to 30 people.
- *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.
- *Signage (indicating space where event is being held)

*As Needed

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

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

Additional costs based on event needs may also be negotiated during the planning process.



<p><u>Gallery</u> The heart of our building is our beautiful 2000 square-foot gallery, encased in several tall windows filling it with natural light. When leasing any of our spaces, guests may view the current gallery exhibition (availability permitting.)</p> <p>This space is also available for events, however, the exhibit will remain in place and the event will occur among and around the pedestals and movable walls.</p>	<p><u>Studios/Classrooms</u> Our space includes a number of Studio spaces which are primarily set up as classrooms. These are great spots for meetings, however, can also be cleared and/or arranged for smaller gatherings.</p> <ul style="list-style-type: none"> • First floor studio • 2nd floor studio with balcony access • Large flex room which can be divided if needed <p>As these rooms are outfitted for classes, prior arrangement must be made during your planning meeting to have furniture removed or rearranged by Arts@302 staff. A fee may be involved</p>
<p><u>Outdoor Patio</u> This is an open, concrete patio space which is unfurnished. The patio may be furnished with rentals provided by the lessee if this space is being rented along with the Gallery</p>	<p><u>Balcony</u> Our balcony is equipped with outdoor furniture including:</p> <ul style="list-style-type: none"> • Large dining table with seating for 8; cushions available • A 4-seat high top with swiveling adirondack-style seating • A round table with 5 colorful adirondack chairs • 2 bench seats with seating for 3-4 each with a side table; cushions available • 3 patio heaters available • 1 large cantilever umbrella and 4 standard umbrellas
<p><u>Catering/Warming Kitchen</u></p> <ul style="list-style-type: none"> • Ice - available • Convection Oven and Microwave • Food preparation area • Large sinks • Refrigeration -limited availability/ per negotiation • <i>No frying, stovetop or traditional oven available</i> 	

Available Furniture:

- | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> • 30 - 24"x60" Studio Tables • 32 - blue plastic chairs • 16 - yellow plastic chairs • 16 - green plastic chairs • 6 - fabric "lobby" chairs in the gallery • 1-2 signs indicating party/space | <ul style="list-style-type: none"> 10 - 8-foot folding tables 6 - 60" round tables Projector Projector Screen Sound system in Gallery including patio, 1st floor studio, Balcony |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|



ARTS@302: RENTAL REQUIREMENTS

302 S Main, Broken Arrow, OK 74012

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.
- **Renter must provide a copy of event insurance 10 days prior to the event.** Please click [here](#) for an easy option. (Please note that this is an option for acquiring insurance; you may want to check with your own insurance company as well as some other options.)

Security

For groups of 100 people or more, you will be required to hire security (an off-duty police officer) for the entirety of your event.

Alcohol

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

Reservation Deposit

A non-refundable deposit of 50% of the full rental costs must be submitted at the same time of the rental agreement contract 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. Between 30 and 14 days prior to the event date, the deposit is 50% refundable. The deposit is forfeit for cancellations within 14 days of the event.

Refundable Deposit (conditional)

A refundable deposit equal to the additional per-hour fee will be charged and must be paid in full as part of the original contract fee. This deposit will be returned during the week following the completed event if all pre-approved conditions were met, including:

- appropriate after event cleaning per the contract description:
 - *Return all tables and chairs, as best you can, to the location in which you found them;*
 - *Debris on the floor should be picked up. You do not need to sweep or mop any floors;*
 - *All trash is tied, emptied and taken to the trash dumpster behind the building.*
- Premises are vacated on time per the agreement;
- no additional furnishings were requested to be moved or utilized during the event or set-up that were not agreed upon prior to the event set-up per the contract.



Payment

Payment in full of all known charges shall take place 14 days prior to 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 that exceeds the conditionally refunded deposit will be billed to the lessee.

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

Planning Meetings

WHAT, WHEN, AND WHY:

Please plan for a mandatory initial meeting with Arts@302 staff to discuss and assess your needs for your event. This initial meeting is to be held early in the process as it will serve as the basis for your contract. At this meeting, the client will be able to tour the facility and view the available spaces as well as discuss details such as 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.

If necessary, an additional meeting can be held approximately 2 weeks prior to larger events to finalize details. Any changes are difficult to facilitate after this point. It may not be possible to reschedule resources if meetings are delayed or if changes are made afterward. 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.

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.

ALCOHOLIC BEVERAGES: A state-licensed bartender (supplied by the contracted caterer or the client and 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. All furniture moving or removal must be done by Arts@302 staff only.

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.

DEFACEMENT 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 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. One staff is required to be present for all single room rentals. Two staff members are required to be present during rental of the entire building. For events outside of regular operating hours, a staffing fee will be charged.

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.