

Facility Rental Regulations & Agreement

Thank you for your interest in hosting your event at The von Liebig Art Center, operated by the Naples Art Association.

- **Our rates are for a four hour rental** which includes your time to set-up and clean-up. Additional time beyond four hours is \$200/hour and after 11pm is \$400/hour. Four hours is the minimum rental period. We will charge any additional time over your end time in hour long increments.
- Gallery hours are Monday through Saturday 10am – 4pm. This is an art center and your cooperation in protecting the artwork is of paramount importance. The kitchen and loading area are available during gallery hours. Events or receptions during gallery hours will be approved on a case by case basis as most events start after 4:00pm.
- You must use one of our preferred caterers. Alcohol can be served at the event through a licensed caterer. Sale of alcohol is not permitted on our property as we don't hold a liquor license.
- Smoking is only permitted in designated areas. There is no smoking in the building.
- **The NAA must be advised, in writing, of any/all vendors being contracted for your event. Any/all vendors must schedule a walk-through of the art center with an authorized staff member no later than one (1) month prior to your event; the NAA has final approval on any/all vendors.**
- All amplified music on either the front or back plazas, regardless of the hour, require the renter to obtain a noise permit from the City of Naples. We require a copy of this permit for our records.
- Please note that the NAA reserves the right to refuse any rental request that conflicts with the NAA's visual arts educational programs or that might endanger the artwork in any way.
- Your party will be charged for any artwork that is damaged during your rental. All tables and chairs must be at least 24" away from the walls to protect the artwork, although 33" is preferred.
- We do offer a special rental rate to non-profits. Please inquire with the Events Manager to discuss non-profit rates. We require a copy of your non-profit certificate to secure this rate.
- Any event over 150 people will be handled on a case-by-case basis; prices and art center staff requirements will change according to attendance.
- The facility must be returned in the condition it was provided. Should the art center need additional cleaning or repair, the undersigned will be billed for the time it takes to remedy the situation at \$100/hour for NAA staff or \$150/hour if outside contractors are required.
- Balance of total rental cost is due **thirty (30) business days** prior to the event(s).
- Upon completion of the contract the user is responsible for providing a current valid **Certificate of Insurance naming Naples Art Association as an additional insured, with minimum liability limits in the amount of \$1,000,000.** Insurance is required to cover any damage or accidents that occur during your event.
- Rental of the facility does not include use of the refrigerator and freezer. The kitchen is a service kitchen only. Be prepared to bring your own coolers to keep food and beverages chilled.
- Doors to the outside are not allowed to be propped open during your event. This is not negotiable as we are an art center first and foremost and our Center is kept at a certain temperature and humidity level to protect the artwork. All of our artwork is on loan and the renter will be charged for any damaged artwork.
- The Naples Art Association reserves the right to refuse rental to a party for any reason.

Facility Rental Rates

Rental rates may vary depending upon the tax status of the organization, time of year and other factors. Each request is handled on an individual basis. **Rates are based on a 150-Person Event or smaller, please inquire with the Events Manager for pricing for larger parties.**

First Floor including the <i>Lobby, Watson Gallery, Young Plaza (The Watson Gallery is 1,848 sq. ft.)</i>	\$1500
Baker Plaza (Front Plaza)	\$500
Member's Gallery (458 sq. ft.)	\$300
Michigan Library (850 sq. ft.)	\$500
Studio 200 (1,452 sq. ft.)	\$400
All other studios	\$200
The entire von Liebig Art Center	\$3000
Extra hours (until 11:00 PM)	\$200/Per Hour over 4 hours
Extra hours (11:00 PM – 2:00 AM)	\$400/Per Hour over 4 hours

Regarding our rates:

- A 50% deposit is due with your signed paperwork to hold the date.
- The balance of the rental is due thirty (30) days before your event.
- You can pay your deposit by check or we accept the following credit cards: American Express, Visa, MasterCard or Discover.
- These rates do not include cleaning fees. We expect the facility to be returned in the condition that it was handed over or additional cleaning fees will apply. The renter will be billed for the time it takes to remedy the situation at \$100/hour for Center staff or \$150/hour if outside contractors are required.
- **Cancellation Policy:** Deposit is refundable if the event is cancelled 60 days prior to the event date and 50% is refunded if cancelled within 30 days of the event.
- Room rates for the Members' Gallery, library and studios are for daytime hours, if renting these rooms in the evening, additional fees will apply.

Name of Individual/Organization:

Address:

Contact Person:

Phone:

E-Mail:

Event Description:

Tax Exempt #:

Attendance:

Admission Charge:

***If applying for non-profit rate, you must provide a copy of your non-profit tax certificate for our files

Is this a solicitation? (Selling a product or service for profit). Yes No

Space Requested	Date(s)	Start	End	\$ Amount
First Floor (Watson Gallery & Young Plaza)				
Baker Plaza				
Member's Gallery				
Michigan Library				
Studio 200				
All Other Studios – Studio # _____				
Extra hours (Until 11:00 PM) \$200/hour over 4 hrs				
Extra hours (11:00 PM – 2:00 AM) \$400/hour				
				Total:

Please complete, sign and mail the Facility Rental Request Form, Agreement, Certificate of Insurance and deposit check payable to: The NAPLES ART ASSOCIATION , 585 Park Street, Naples, FL 34102, Attn: Facility Rental. We also accept the following credit cards: Visa, Mastercard, American Express and Discover.

The undersigned hereby represents himself/herself as an authorized agent of the aforementioned person(s)/organization and as such makes application to the Naples Art Association (NAA) at The von Liebig Art Center for the use of contracted facilities. The undersigned warrants that the applicants will observe all regulations of the NAA and will promptly pay any agreed upon fee prior to use of facilities and damage deposit where applicable, and that the applicant will exercise the utmost care in the use of the premises and property, and will make good any damage arising from applicant use of said premises and property. The undersigned, as the person in charge, understands that this application is strictly tentative. The reservation and use of facilities requested does not become firm and final until this form is returned to the applicant, signed by the appropriate NAA representative. Prior to the event, user is responsible for providing a current valid **Certificate of Insurance naming NAA as an additional insured, with minimum liability limits in the amount of \$1,000,000.** The undersigned further agrees to indemnify and hold harmless NAA of all claims, demands or expenses of any kind incurred, including reasonable attorney's fees, by NAA, arising from the event.

I HAVE REVIEWED THIS FORM AND AGREE THAT ALL INFORMATION IS CORRECT.

Company

Name: _____

Company

Representative: _____

Signature: _____ Title: _____

NAA

Representative: _____

Signature: _____ Title: _____

Date Approved: _____

Name of Individual/Organization: _____

Date of Event: _____

Time of Event: _____

Load in time: _____

Load out time: _____

Requested room layout (circle one): Stand up reception _____ Classroom for how many? ____

Theater Style: for how many? _____ Other (please specify): _____

Special Instructions: _____

Equipment Needs:

of Chairs (max 175) _____ # of 6' Tables (max 15) _____ # of Hightop Tables(max 10) _____

**We do have a limited number of tables and chairs which are included in the price of your rental fee. Taylor Rental is our approved rental company for any additional rentals.

We do have table cloths to lend but we charge the following cleaning fees:

1-5 tablecloths: \$40

6-10 tablecloths: \$70

11-18 tablecloths: \$100

**Linens can also be arranged through Taylor Rental or your caterer.

Please draw requested set-up of Watson Gallery and/or Young Plaza or other location on provided schematic.

Audio-Visual Equipment Needs:

_____ Podium _____ Sound _____ LCD Projector

_____ Large Screen _____ Handheld Mic _____ Small Screen

Will you using a caterer? ___ Yes ___ No;

If yes, who? _____

How did you hear about a facility rental at the von Liebig Art Center? _____

Final Check List (please keep this for your records)

Please do not submit an incomplete application or just the agreement without the deposit check. Your event will not be entered on our calendar and reserved until we have the following information:

- _____ Completely filled out rental agreement
- _____ Include 50% deposit check with submission of agreement to hold date, we do accept credit cards to secure this payment as well.
- _____ Insurance certificate naming **Naples Art Association**, as an additional insured.
- _____ Please provide a schematic of how you'd like to have the rented space laid out. You can change this up to 14 days before your event date.
- _____ If you are a non-profit, you **must** provide us with a copy of your 501c3 certificate for tax purposes.

Preferred Vendor List

We ask that you use only our preferred vendors as they have donated services to the Naples Art Association:

Artichoke & Company

Dara Gorman
dara@artichokeandcompany.com
239-263-6979
www.artichokeandcompany.com

Tastebuds Custom Catering

Greg Shapiro
info@tastebudscustomcatering.com
239-774-3663 (FOOD)
www.tastebudscustomcatering.com

Artistic Science

www.artisticscience.com
239-289-2422
info@artisticscience.com

Crave Culinaire

Brian Roland
brian@craveculinaire.com
(239) 292-1529
www.craveculinaire.com

Sage Events

Amber Phillips
sagenaples@aol.com
(239) 595-3453
www.sageevents.net

Linens By The Sea

Sherri Ciko
(813) 546-1541
sherri@linensbythesea.com