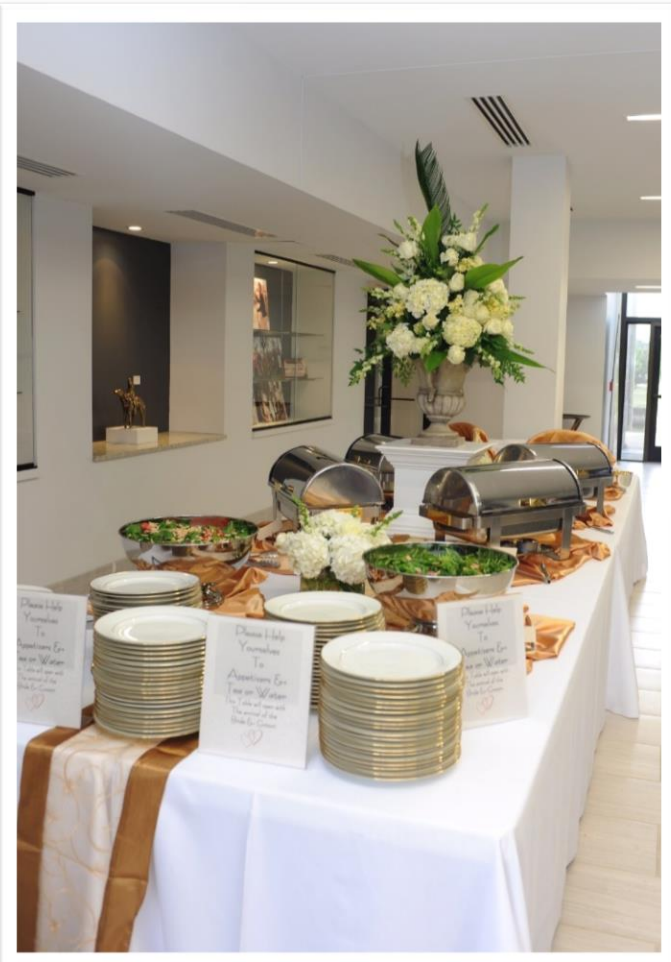




Special Events

THE FINE ART OF ENTERTAINING AT THE AMA



ALBANY MUSEUM OF ART

311 MEADOWLARK DRIVE

Albany, Ga 31707

229-439-8400

rental@albanymuseum.com

Rental Spaces

AT THE ALBANY MUSEUM OF ART

The Jane & Harry Willson Auditorium



This versatile space with multiple entrances is the perfect venue for all your special event needs. Enjoy the simple elegance of our auditorium for a spectacular affair.

Weekend/ Weekday Rental After-Hours: \$800/Sunday Rentals are 25% off

Weekday Rental \$400 (Business Hours Mon-Fri 10-5)

Holiday Rental: \$1600 (includes Christmas Eve, Christmas Day, Thanksgiving Day, New Year's Eve, New Year's Day, July 4th)

Included in your rental fee:

- State of the art catering kitchen
- Seating for 175 people theater style
- Capacity for 100 for seated dinner
- Capacity for 250 for a standup function (maximum capacity- 300)
- A podium, microphone, 12' X 9' projection screen *
- Tables and standard chairs
- Security
- The Museum does not offer tech support and is not responsible for technical difficulties or compatibility issues related to the use of projection screen. Please come in prior to event to test your equipment)

Advanced Catering Kitchen

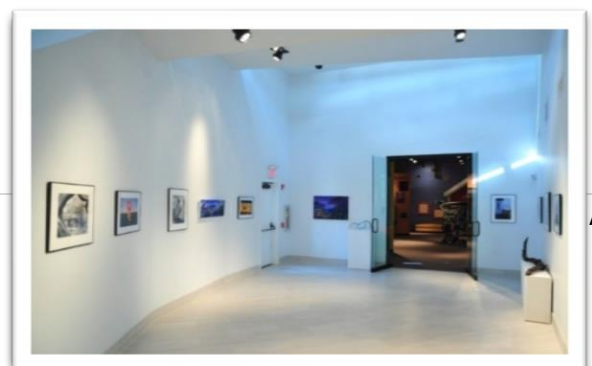
Included in your auditorium rental is our catering kitchen and includes:

- Warmers
- Prep table
- Freezer
- Refrigerator
- Ice Machine



The AMA Lobby

The lobby is available **after museum hours** as either an add-on to your auditorium rental or as a single rental



for smaller events. The lobby rental also includes the West Gallery space. The lobby is for standing events only and may not exceed 75 guests. **PLEASE NOTE:** Lobby is not available during museum hours and set-up may not begin prior to 5pm.
(Museum hours: Mon-Fri 9:00AM-5:00PM)

- Weekend Lobby Add-on: \$300
- After-hours/Weekend Lobby only: \$450
- Holiday: \$900

Museum Galleries

The AMA galleries are also available to rent for your special event needs. Galleries **are not accessible** to auditorium renters unless rented as an addition. The Haley Gallery, East Gallery and West Gallery can be rented after museum hours.

Food and drinks are prohibited in galleries.

PLEASE NOTE: Galleries not available during museum hours and set-up may not begin prior to 5pm.

- After-hours/Weekend Gallery: \$500
(Galleries are Add-on only)
- Holiday: \$1000

The Grounds of the AMA

The beautiful museum grounds can provide a wonderful space for any type of event.

The grounds are available for an additional \$100 fee.

Ask us about having a tent at your event!

Additional Amenities Available

- Rent our linens and other event items!
- Bistro Tables: \$9 each
- Table Linens: \$14 each
- Linen napkins: \$2.50 each
- Gold Chivari chairs: \$6 per chair
- Gold chargers: \$5 a unit (12 per unit)





Frequently Asked Questions

What are the museum hours? Tuesday through Friday 10 AM to 5 PM, Saturday 12pm-5pm, and Sunday 1pm-4pm (November 30th-February 23)

What is required to reserve my event date? 50% NON-REFUNDABLE deposit of the rental.

When will the remaining balance be due? Two weeks prior to the event date, the remaining balance will be due. A refundable cleaning/damage deposit of \$450 is also due at that time.

When will I receive my refund for the cleaning deposit? Assuming all cleaning requirements have been met, the \$450 will be mailed within 10 business days. Any additional charges will be billed to the renter one week following the event and are due upon receipt.

How many hours does my rental include? The rental period is for 8 hours, including set-up and cleanup. If more time is needed, the museum is happy to rent the facility for additional \$100/ hour.

Is there a certain time my event should end? Yes, all events must end by 12:00 am, with clean-up time finished by 1:00 am.

What are the dimensions of the auditorium? 30 ft X 60 ft

Can I use candles at my event? Only electric or battery-operated candles may be used.

For a two-day rental or more, is there a discount? Yes, 25% off the second day rental.

Do non-profit organizations receive a discount? Yes, non-profits are eligible for a 10% discount by providing a copy of their 501(c)(3) status and **only if rented Sunday-Thursday**.

Do members of the museum get a discount on rentals? Yes, members with Patron level or above get a discount and lots of other benefits! Find information on our upper-membership levels on our website www.albanymuseum.com/join.

Can I set-up for my event early in the day or day before? No, the 8 hours included in the rental contract must be consecutive hours.



Rental Application

Name of Organization and/or Individual: _____

Mailing Address: _____

Contact Number: _____

E-mail Address: _____

Event Information

Date of Event: _____ Set-Up Time: _____

Type of Event: _____ Start Time: _____

Number Attending: _____ End Time: _____

Total Number of Hours: _____

Fundraiser: YES _____ NO _____ Benefiting: _____

Alcoholic Beverages: YES _____ NO _____

(Distribution of alcoholic beverages on museum premises must be served in accordance with state and county laws and must present proper permits prior to the event.)

Initial by Renter to acknowledge full understanding of these terms regarding payment:

_____ **50% of the rental fee** is required with application to secure the date of your event.

_____ The **remaining balance of rental fee** is due **2 weeks prior** to date of event.

_____ The Renter must also pay the **refundable damage deposit of \$450** no later than **2 weeks prior** to event date

_____ The Renter must pay any **additional charges** if furnishings are being used from the museum (linens, chivari chairs, etc) no later than **2 weeks prior** to event date.



Rental Facility Fees

Check all that apply:

Auditorium:

_____ \$400 Weekday (**Mon-Fri 9-5**)

_____ \$800 Weekend

_____ \$1600 Holiday

Museum Lobby:

_____ \$300 Add-on

_____ \$450 Lobby only

_____ \$900 Holiday (*unavailable during museum hours*)

Museum Galleries:

_____ \$500 Add-on

_____ \$1,000 Holiday (*unavailable during museum hours*)

_____ Grounds **add-on**: \$100 Cleaning Deposit: \$450 due two weeks prior of event

_____ Extra hours: \$100 per hour Total Number of Hours: _____

Totals: *(to be filled out by museum coordinator)*

Furnishings-

_____ Gold Chivari chairs with cushions \$6 per chair _____

_____ Linen table cloths \$14 each _____

_____ Linen napkins \$2.50 each _____

_____ Gold chargers \$5 (qty of 12) _____

Rental Fees: \$ _____

Discounts *(if applicable)*: _____

TOTAL CHARGES: \$ _____

Deposit PD *(minimum 50% of rental fee)*: \$ _____

Date Deposit PD: _____

(due when application is turned in)

Balance Due: \$ _____

(including \$450 cleaning deposit)

Date Balance due: _____

(due two weeks prior to event)



Albany Museum of Art Facility Rental Contract

Please initial to the left of each paragraph to acknowledge full understanding of each of these procedures

Types of Events

_____ All events are expected to harmonize with the character and mission of the Albany Museum of Art and must be approved by the Museum. Because of the character of the Museum as an educational and charitable institution and the need for protection of the objects displayed in the building itself, the Museum reserves the right to refuse to make its facilities available to a prospective renter for any use it deems inappropriate, at its sole discretion.

Securing a Rental Date

_____ In order to secure a facility rental date, the Renter must complete a Facility Rental Application. No date will be guaranteed until the application is received with a NON-REFUNDABLE deposit equal to fifty percent (50%) of the rental rate that will go towards total rental fees. Renters are required to comply with all policies and procedures outlined in this document.

Catering

_____ There are many highly skilled, creative caterers in the Albany area. We are happy to work with them to provide a wonderful setting for each event. All caterers are responsible for materials brought into the building, preparation, and clean-up of the kitchen and service areas. Albany Museum of Art staff must approve all caterers, equipment, rental services, and any other delivery or service companies. We have provided a list of preferred caterers for your convenience. The Museum Services Coordinator MUST approve all foods, beverages, and their arrangements in the Museum prior to the event taking place. There are many items that may damage a work of art or put these works at risk, therefore: The Museum assumes the right to refuse any or all items proposed on the menu. Food and drink may not be served or taken into any gallery.

Alcoholic Beverages

_____ If the Renter plans to serve alcohol at their event, the Museum must approve all plans and circumstances under which it is served. Approval shall be for the sole purpose of ensuring that the Renter will comply with the character and mission of the Museum. Renter agrees to comply with and abide by all local, state, and federal laws applicable to the serving of alcoholic beverages at its event. If alcohol is served is sold or there is a ticket price for an event where alcohol is served, the Renter MUST provide a one-day liquor license for their event two weeks prior to the date of the event.

Renter shall be responsible and liable for all damages arising out of the use of alcoholic beverages at its event. Renter specifically agrees to take whatever steps may be necessary to ensure that alcoholic beverages are not served to minors at its event.

Decorations

_____ Plans for décor, including fresh cut floral arrangements, table centerpieces, signs and banners are subject to the Museum's approval. Flowers must be supplied by a florist and may not stay overnight. Any décor supplied from an outside source must be removed from the Museum by the Renter immediately following the departure of the last guest from the Museum. No live animals are permitted in the Museum. Live floral arrangements are not permitted in the lobby or galleries. Birdseed may be thrown outside of the museum only. **The use of glitter and confetti is prohibited.** No fogger or bubble machines—as these machines change humidity and emit foreign particles and will set off the fire alarms. Décor must not endanger the Museum's collections, necessitate the moving of works of art, or affect their appearance. Museum décor will not be moved under any circumstances. All décor items and placement thereof must meet all fire and safety codes. **The use of candles is prohibited** at the Albany Museum of Art. You may use LED candles if desired.

Music

_____ The selection of background music and musical entertainment for the event is subject to the Museum's approval. Musical equipment requiring electrical connections of voltage higher than the normal 110V receptacle will not be permitted in the Museum due to vibrations and potential harm to the art. Please note that the Renter is responsible for any applicable licenses for live or recorded music to be performed (ASCAP requirement).

Smoking

_____ Smoking is prohibited throughout the building.

Guest List

_____ Thirty days prior to the event, the Renter must submit the number of expected guests to the Museum. A confirmed number of guests must be submitted to the Museum Services Coordinator twenty-four (24) hours before the event.

Liability

_____ The Renter shall be responsible for all injury and/or damage of any kind to persons or property (regardless of who may be the owner of the property) arising out of or suffered through any act or omission of the Renter, its employees, agents, contractors, or guests, in connection with its use of Museum facilities. The Renter further assumes the obligation to indemnify and hold harmless the Albany Museum of Art, its trustees, officers, agents and employees against any and all damages, claims, expenses, or other liability due to personal injury or death, or damage to property of theirs, arising out of or suffered through any act or omission of Renter, its employees, agents, contractors or guests, in connection with its use of Museum facilities. Further, the Renter assumes ALL

responsibility of damage to any part of the facility or its contents as a result of their guest, caterer, or service professional. All events must comply with the rules and regulations of the Albany Museum of Art and all city and state laws.

Clean-Up

_____ It shall be the responsibility of the Renter for clean up after the event. The rental space should be in the same manner as when the Renter arrived for the event. This includes and is not limited to, disposal of trash, food removal, decoration disposal, rental items and general tidiness of the area. The Museum will be responsible for the removal of tables, and chairs and any items rented from the Museum. In the event that the facilities are left in unsatisfactory condition, the \$450 cleaning deposit will be forfeited. The service professional will need to meet with the Museum Services Coordinator at least two weeks prior to the event to discuss requirements for clean-up. If the Renter would prefer to have the Museum take responsibility for clean-up, the \$450 deposit will be forfeited for this service. This fee may be increased due to the amount of work or number of attendees for any given event.

Cancellation Penalties

_____ \$100 of the renter's deposit shall be forfeited to the museum, if the event is greater than six months away from the cancellation date. Twenty-five percent (25%) of the entire rental fee shall be forfeited should the renter cancel between three to six months prior to the scheduled event. Fifty percent (50%) of the entire rental fee shall be forfeited should the renter cancel an event between one to three months **prior** to the scheduled date of the event. Seventy-five percent (75%) of the entire rental fee shall be forfeited should the renter cancel an event **two to four week prior** to the event. Should the renter cancel an event within **two weeks prior** to the event, one hundred percent (100%) of the rental fee shall be forfeited.

The Museum staff will use its best efforts to make the facility available to an event sponsor: however, the Museum reserves the right to cancel this contract if, due to a cause beyond the Museum's control, it becomes impossible to perform under this contract, or to permit the event sponsor to occupy the facility. In the event of such a cancellation, the event sponsor will be notified with reasonable promptness. The Museum shall not be liable for loss of profit or damages of any type whether based on breach of contract, warranty, or otherwise. The Museum reserves the right to deny use of its facilities at any time to a Renter not complying with Museum policies.

General

_____ It shall be the policy of the Albany Museum of Art in considering requests for rental of its physical facility to give first priority to the needs of the Museum to accommodate its own activities. The Museum shall decline rentals for the use of its facilities for any activity, event, or other use which, if in the best judgment of the staff

- (i) will cause or be likely to cause any material conflict with the normally anticipated use by the Museum of its facilities for its own activities (e.g., date conflicts or scheduled event use extending for such duration as may preclude use for events likely to be scheduled by the Museum), and/or

- (ii) may be reasonably expected to result in a significant burden to the facilities because of physical wear and tear, overcrowding, use in violation of building or safety codes, or other rules or regulations applicable to the facilities, and/or
- (iii) identify the Museum with the use or event as to create the implication that such use or event is sponsored or endorsed by the Museum, or that any other business organization conducts its business from the Museum's location.

_____ All use of facilities by parties other than the Albany Museum of Art shall be conducted in such a manner as will clearly indicate that such use or activity is undertaken by parties other than the Albany Museum of Art and that such use or activity is not an activity sponsored or endorsed by the Museum. (Please initial)

Failure to Comply

It shall be the policy of the Albany Museum of Art to insist the above procedures are followed. If there is a failure to comply in any or all of the above procedures, the contract will become invalid and deposit monies will become property of the Albany Museum of Art.

I have completed the Albany Museum of Art Facility Rental Application, agree to the prices and payment schedule above, read the Albany Museum of Art Facility Rental Policies and Procedures as stated on the preceding pages, understand my responsibility and agree to the conditions set forth in this contract.

(Applicant)

(Museum Representative)

Date

Date

Revised on 01/09/2018

