



# Private Events

ALBANY MUSEUM OF ART

THE FINE ART OF ENTERTAINING AT THE AMA



**ALBANY MUSEUM OF ART**

311 Meadowlark Drive

Albany, Ga 31707

229.439.8400

[rental@albanymuseum.com](mailto:rental@albanymuseum.com)

# Rental Spaces

AT THE ALBANY MUSEUM OF ART



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## *Jane & Harry Willson Auditorium*

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### **AVAILABILITY**

Monday-Sunday 10 a.m.-12 a.m.

### **RATES**

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

Weekend/ Weekday Rental After-Hours: \$800



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## *AMA Lobby*

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*The lobby is for standing events only, no seating.*

### **AVAILABILITY**

Monday-Friday 5p.m-midnight

Saturday & Sunday (8 hours)

### **RATES**

Weekend/Weekday After-Hours **add-on**: \$300

After-hours/Weekend Lobby **only**: \$450



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## *Museum Galleries*

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Galleries **are not accessible** to auditorium renters unless rented as an addition. **Food and drinks are prohibited in galleries.**

*Galleries are not available during business hours.*

### **AVAILABILITY**

Weekend/Weekday After-Hours Only (8 hours)

### **RATE**

\$500

*(Galleries are add-on only)*



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### **AMAzing Space**

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#### **Availability**

Weekend/Weekday After-Hours Only

#### **Rate**

\$75 an hour with a minimum of four hours per booking

*This AMAzing Space is normally used as our children's activity center. Furniture will be moved upon request.*



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### **Grounds of the AMA**

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*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 Items Available**

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



*Our advanced catering kitchen is included with all auditorium rentals. The kitchen amenities include warmers, prep table, refrigerator, ice machine, dishwasher and microwave.*

## Frequently Asked Questions

**What are the museum hours?** Tuesdays, Wednesdays, and Fridays 10 a.m.-5 p.m. and Thursdays 10 a.m.-7 p.m.

**What is required to reserve my event date?** \$450 security deposit

**When will the remaining balance be due?** Two weeks prior to the event date.

**When will I receive my refund for the cleaning deposit?** Assuming all cleaning requirements have been met, the \$450 security deposit will be mailed or electronically refunded within 10 business days. Any additional charges will be subtracted from the security deposit and the remainder will be returned.

**How many hours does my rental include?** The most common 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 fee, which is based on the areas you're renting.

**Is there a certain time my event should end?** Yes, all events must end by midnight. Clean-up must be finished by 1 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 (**this discount is not available for Friday and Saturday rentals**).

**Do members of the museum get a discount on rentals?** Yes, members with Patron level or higher membership get a discount and many other benefits! Find information on our membership levels on our website [www.albanymuseum.com/join](http://www.albanymuseum.com/join).

**Can I set up for my event early in the day or day before?** No, the number of hours booked must be consecutive hours.

**What is included with my rental?** All private events include a security guard, tables and chairs, and a private events manager. Auditorium rentals also include the use of the kitchen, projector screen, podium, and microphone.

**Note:** *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.*



ALBANY MUSEUM OF ART

## Albany Museum of Art Facility Rental Contract

Name of Organization and/or Individual: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

### Event Information

Date of Event: \_\_\_\_\_ Type of Event: \_\_\_\_\_ Number of Attendees: \_\_\_\_\_

Set-Up Time: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Total 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:

\_\_\_\_\_ **The security deposit** 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 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 Fees

**Check all that apply:**

### Auditorium:

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

\_\_\_\_\_ \$800 Weekend

\_\_\_\_\_ \$1600 Holiday

\_\_\_\_\_ Extra hours: \$100 per hour

### Museum Lobby: *(unavailable during museum hours)*

\_\_\_\_\_ \$300 Add-on

\_\_\_\_\_ \$450 Lobby only

\_\_\_\_\_ \$900 Holiday

### Museum Galleries: *(unavailable during museum hours)*

\_\_\_\_\_ \$500 Add-on

\_\_\_\_\_ \$1,000 Holiday

### AMAZing Space

\_\_\_\_\_ \$75 an hour (minimum of four hours per booking)

\_\_\_\_\_ Grounds **add-on:** \$100  Cleaning Deposit: \$450

Total Number of Hours: \_\_\_\_\_

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

Furnishings-

\_\_\_\_\_ Gold chivari chairs with cushions \$6 per chair \_\_\_\_\_

\_\_\_\_\_ Linen tablecloths \$14 each \_\_\_\_\_

\_\_\_\_\_ Linen napkins \$2.50 each \_\_\_\_\_

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

\_\_\_\_\_ Bistro tables \$9 (only 6 available) \_\_\_\_\_

Rental Fees: \$ \_\_\_\_\_

Discounts *(if applicable)*: \_\_\_\_\_

**TOTAL CHARGES: \$** \_\_\_\_\_

## TOTAL PAYMENTS

Deposit paid \$ \_\_\_\_\_

Date Deposit was paid: \_\_\_\_\_ *(due when application is turned in)*

Balance Due: \$ \_\_\_\_\_ *(including \$450 cleaning deposit)*

Date Balance due: \_\_\_\_\_ *(due two weeks prior to event)*

***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.

### Securing a Rental Date

\_\_\_\_\_ In order to secure a facility rental date, the Renter must complete and sign a Facility Rental Contract. No date will be guaranteed until the application is received with the security deposit. 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 Representative 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 reserves 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, 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 remain 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 are allowed because these machines change humidity and emit foreign particles, and can 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 flame candles or lanterns is prohibited** at the Albany Museum of Art. You may use electric or battery-powered candles or lanterns.

## 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 110-volt 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. Guests may smoke in the designated smoking area located in the rear of the building. No smoking within fifteen feet of any entrance.

## 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 hours before the event. The number must comply with fire code and health guidance.

## 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 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 if such damage is 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.

## Cleanup

\_\_\_\_ It shall be the responsibility of the Renter for cleanup after the event. The rental space should be in the same state it was when the Renter arrived for the event. This includes, but 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. If the facilities are left in unsatisfactory condition, the \$450 cleaning deposit will be forfeited. The Renter or their representative will need to meet with the Museum Representative at least two weeks prior to the event to discuss requirements for cleanup. If the Renter would prefer to have the Museum take responsibility

for cleanup, 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 more 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 before 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 weeks before** 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. 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 such a cancellation is necessary, 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 in compliance 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 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 01/27/2021*

## Jane and Harry Willson Auditorium Layout

