SIMPSONVILLE ARTS CENTER

FACILITY RENTAL APPLICATION & AGREEMENT

110 Academy Street | Simpsonville, SC 29681
Phone: 864-399-6635 | **Email:** artscenter@simpsonville.com

SECTION 1: APPLICANT INFORMATION

Organization / Applicant Name: _____

Responsible Party's Name: _____

Primary Phone Number: _____

Mailing Address: _____

City: _____ **State:** _____ **ZIP:** _____

Email Address: _____

Date of Birth: _____

SECTION 2: EVENT INFORMATION

Type of Event: _____

Brief Description of Event: _____

Estimated Attendance:

Minimum Number of Guests: _____ Maximum Number of Guests: _____

Will alcohol be present or served? ☐ Yes ☐ No

Will food or beverages be served? ☐ Yes ☐ No

Is this a ticketed event? ☐ Yes ☐ No

If yes, what is the proposed admission price per guest? $_____

REQUESTED DATE(S) OF USE

First Choice: _____

Second Choice: _____

REQUESTED HOURS OF USE

First Choice: _____

Second Choice: _____

IMPORTANT SCHEDULING INFORMATION

The Simpsonville Arts Center operates by appointment only on Monday, Tuesday, Thursday, and Friday, and from 1:00 p.m. to 4:00 p.m. on Wednesday. The Arts Center is closed on weekends.

All rental requests are subject to calendar availability and approval. Applications must be submitted within two months of the requested event date.

The Arts Center prioritizes cultural-related events and meetings. Other rental requests are subject to review and approval.

Technical Support: Renters are responsible for independently hiring a light board operator and/or sound board operator from the **Arts Center's approved vendor list**.

SECTION 3: RENTABLE SPACES

Please check all spaces requested:

Rental Space	Rental Fee	Maximum Capacity
☐ Auditorium Only (Stage Apron Only)	See Rate Sheet	369
☐ Auditorium, Lobby & Concessions	See Rate Sheet	Subject to approval
☐ Academy Hall	See Rate Sheet	Subject to approval

RENTAL FEE AND RESERVATION REQUIREMENTS

- All rental rates are based on a minimum rental period of three (4) hours, including setup and cleanup.
- Rental periods of less than four hours are not eligible for prorated fees.
- Full rental payment is due upon application approval to secure the reservation.
- A damage deposit may also be required, depending on the nature of the event, anticipated attendance, alcohol service, and setup requirements.

SECTION 4: RENTAL AGREEMENT TERMS

1. Rental Payment

Full payment for the rental space is due upon acceptance of the application. Payment is required to secure the reservation.

2. Damage Deposit

A damage deposit may be required following review of the application. The amount will be determined based on the type of event, number of guests, alcohol service, and setup requirements.

If required, the damage deposit is due upon acceptance of the application.

The deposit will be refunded within ten (10) business days following the rental, provided that:

- The facility has been inspected by Arts Center staff.
- No damages have occurred.
- The facility has been returned in a clean and satisfactory condition in accordance with Arts Center policies.

In the event of cancellation, the security deposit is non-refundable.

3. Security and On-Site Staff

If deemed necessary, the renter will be responsible for arranging security through the Simpsonville Police Department.

- **Police Security:** $40 per hour, per officer.
- **Arts Center Staff:** $35 per hour.

An Arts Center staff member must remain on-site throughout the event when required.

Arts Center staff will:

- Provide access to the facility.
- Monitor appropriate facility usage and event capacity.
- Provide access to cleaning supplies as needed.
- Adjust the thermostat as necessary.

- Secure the facility once the event has concluded.

Arts Center staff and security personnel are not responsible for carrying items, performing cleanup, or providing parking assistance.

SECTION 5: FACILITY POLICIES & RESPONSIBILITIES

The following policies must be observed to ensure the safety, cleanliness, and convenience of all facility users.

Violations of these policies may result in cancellation of the facility permit and may prohibit future use of facilities managed by the Simpsonville Arts Center and the City of Simpsonville.

A. GENERAL FACILITY POLICIES

1. The Simpsonville Arts Center and the City of Simpsonville reserve the right to deny any application or applicant request without providing a reason.
2. Additional fees may apply if the renter violates or changes the terms of the rental agreement, including occupying the facility beyond 10:00 p.m., or if damages exceed the original damage deposit.
3. All events, including setup, breakdown, and cleanup, must conclude by 10:00 p.m.
4. Renters must be at least twenty-one (21) years of age.

B. RENTER RESPONSIBILITIES

5. Renters must submit an event outline, summary, or proposal with the application. The proposal must not exceed one (1) page.
6. The facility must be returned in the same condition in which it was received. Renters are responsible for ensuring the facility is clean, including sweeping, mopping, or vacuuming floors as necessary.

7. Renters are responsible for removing all event-related trash and disposing of it properly in the rolling trash bins located at the rear of the building.
8. The use of tobacco products and electronic cigarettes is strictly prohibited in all City parks and facilities in accordance with City ordinance.
9. Renters are responsible for all event setup and breakdown.
10. Renters are responsible for any damages incurred during their rental activity, regardless of whether they are physically present at the facility when the damage occurs.

C. ALCOHOL POLICIES

11. Alcohol is permitted only when the renter has secured the appropriate alcohol pouring license through the City of Simpsonville and complies with all regulations specified in that license.
12. Renters may contact the Simpsonville Police Department regarding alcohol service requirements and guest capacity regulations.
13. Permit applications are available through the South Carolina Department of Revenue.
14. The sale of alcohol during private events is prohibited.
15. An Arts Center staff member is required to remain on-site whenever alcohol is served. Additional staffing fees will apply as outlined in the Rental Agreement Terms.

D. SUPERVISION AND PARKING

16. Renters must provide at least one (1) adult chaperone, age twenty-one (21) or older, for every fifteen (15) youth under the age of eighteen (18) attending the event.
17. Parents are responsible for keeping children within the rented space(s) and ensuring that children remain supervised at all times.
18. The Arts Center has limited parking available. Additional free parking is available behind the Simpsonville Arts Center, adjacent to the park.

E. FOOD, BEVERAGE, AND CATERING REQUIREMENTS

19. Renters must disclose whether food and beverages will be served when submitting the initial rental application.
20. **FOOD AND BEVERAGES ARE STRICTLY PROHIBITED INSIDE THE AUDITORIUM.**

21. Renters may select licensed vendors; however, all food vendors must be properly licensed and approved by the Arts Center Director (City of Simpsonville).
22. Renters are responsible for providing any additional tables, chairs, sound equipment, and food vendors needed for their event.
23. The renter must be present to receive all deliveries on the day of the event and within the approved setup window.
24. Setup times are subject to the Arts Center's event schedule and the Director's availability. Early deliveries are not permitted.
25. Renters must provide the Arts Center with the names of all licensed vendors.
26. Cooking is not permitted inside the Arts Center.
27. Tables, chairs, buffet tables, and beverage stations must be positioned at least thirty-six (36) inches away from walls and artwork.
28. The Arts Center will make every effort to provide microwave and refrigerator access for caterers when needed. However, space is limited, and renters may need to provide their own equipment.
29. Renters are responsible for cleaning spills as they occur and returning the concessions kitchen to its original condition, including sinks, drains, countertops, and refrigerators.
30. Restrooms must be kept clean and swept or mopped as necessary.
31. Multiple facility users may be required to share amenities, including restrooms, vacuum cleaners, and other shared equipment.

F. DECORATIONS AND FACILITY RESTRICTIONS

32. The facility may not be altered in any way, inside or outside the building. This includes displays and decorations on walls and dry-erase boards.
33. Only tables may be decorated or used for displays. Outside banners are not permitted.
34. Decorations are permitted on rented tables only.
35. Floral arrangements must be placed in leak-proof containers and removed at the conclusion of the contracted rental period.
36. Open-flame candles are prohibited. Only gel Sterno cans may be used for warming trays.
37. Artwork displayed in the gallery must not be touched, moved, or damaged. Gallery walls may not be moved.
38. Any damage to artwork may require the applicant to purchase the affected artwork at its full listed price.

G. EQUIPMENT, TEMPERATURE, AND FACILITY USE

39. The room thermostat must remain at the gallery-approved temperature setting. If an adjustment is necessary, Arts Center staff will make the adjustment.
40. If Arts Center staff are not on-site, renters are not permitted to adjust the thermostat.
41. Renters may not use the facility sound system unless Arts Center staff are present for the event.
42. While insurance is provided for the contents of the Arts Center, the insurance deductible requires that any damage totaling less than two thousand dollars ($2,000) be the responsibility of the individual financially responsible for the rental.

H. FACILITY ORIENTATION AND EVENT CONCLUSION

43. The Arts Center will meet with the primary event contact to provide any additional information and conduct a facility walkthrough explaining proper facility usage.
44. Any additional meetings must be scheduled by appointment.
45. Vendors must coordinate and meet directly with the applicant.
46. All events must conclude by 10:00 p.m. This includes all breakdown, removal of decorations, and cleanup activities.

SECTION 6: WAIVER OF LIABILITY & ACKNOWLEDGMENT

On behalf of the organization or group listed in this application, I acknowledge that I have read and understand the rental fees, terms, conditions, and facility policies outlined in this application and agreement.

I agree that the organization, group, and all event participants assume responsibility for, and accept all risks and hazards associated with, participation in the rental activity and use of the Simpsonville Arts Center facilities.

In consideration of the Simpsonville Arts Center allowing the organization or group to use its facilities, I, on behalf of the organization or group, hereby release and discharge the Simpsonville Arts Center, the City of Simpsonville, its officials, officers, supervisors, volunteers, employees, and other authorized agents from any and all claims, demands, rights, and causes of action of any kind or nature arising from personal injuries, property damage, or any resulting consequences associated with participation in the rental activity described in this application and use of City of Simpsonville facilities.

By signing below, I acknowledge and agree to comply with all terms, conditions, and policies established in this Simpsonville Arts Center Rental Application and Agreement.

EMERGENCY CONTACT INFORMATION

For medical or life-threatening emergencies: Call 911.

For maintenance emergencies:
864-414-1916

SECTION 7: SIGNATURES & APPROVAL

By signing below, the renter confirms that all information provided is accurate and that they accept full responsibility for complying with the terms and conditions of this agreement.

RENTER / AUTHORIZED REPRESENTATIVE

Printed Name: _____

Organization: _____

Signature: _____ **Date:** _____

CITY OF SIMPSONVILLE / ARTS CENTER APPROVAL

Lisa Everidge
Cultural Arts & Events Director

Signature: _____ **Date:** _____

FOR OFFICE USE ONLY

Application Received: _____

Application Approved: ☐ Yes ☐ No

Approved Rental Date(s): _____

Approved Rental Space(s): _____

Rental Fee: $_____

Damage Deposit: $_____

Additional Staffing / Security Fees: $_____

Total Amount Due: $_____

Payment Received: ☐ Yes ☐ No

Additional Notes:

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