

RENTAL AGREEMENT

The Art Association of Harrisburg is a nonprofit cultural organization that promotes the visual arts through education and exhibition. The city’s oldest and largest art gallery is conveniently located at 21 N. Front Street, Harrisburg PA 17101, in a beautifully maintained brownstone in Governors Row.

With exhibits changing every five weeks, you will always find a perfectly curated artistic backdrop for your event. Beyond the art, you will be welcoming your family and guests into a beautiful historic home that once housed Governor Findlay. From the ten foot ceilings, to the original hardwood floors, and beyond into the lovely gated garden, you will find an event venue that will meet your entertaining needs.

To hold your event at the Art Association, the following guidelines must be met:

1. Contact the gallery’s President to discuss the type of event you wish to hold, the number of people attending, and the date of your event. Please be advised that AAH cannot host any event which includes dancing or sit-down meals (due to the historic nature of the building and the exhibited artwork.)

2. The AAH galleries will hold a maximum of 75 - 80 guests comfortably. Recitals or chamber music concerts can accommodate approximately 50 people in the first floor front gallery. The gardens and gallery can accommodate up to 100 people.

3. Those holding the event at AAH will be responsible for (or via their caterer), set-up, and clean-up themselves, including putting away tables and chairs if borrowed from AAH. The AAH kitchen and stove may be used for a staging area for the refreshments but not for cooking. If the gallery and garden are not cleaned properly, then a cleaning fee of $75.00 will be charged to the contracted Renter of the gallery.

4. The grand piano may only be used by a qualified musician. AAH will provide names of suggested pianists if desired.

5. AAH gallery is a non-smoking facility, but smoking is permitted in the garden area.

6. The renter agrees that any event held at AAH shall maintain and respect the historic integrity of the premises.

7. Attendees at any event must be invited by the Renter. Children under age 12 must be supervised by an adult at all times.

8. All decorations that Renter intends to use, (i.e. candles, florals, draped fabric, staging and lighting, etc.) must be discussed with a representative of AAH, so as not to damage the interior of the gallery. (Furniture, objects or exhibits within AAH cannot be used or moved, unless prior discussions have been held with AAH staff, decisions will be made on an individual basis.)

9. Excessive behavior that would result in loud noises, profanity, illegal or unruly behavior, and drunkenness, is prohibited within the AAH gallery and the AAH gardens. AAH representatives have the right to evict anyone behaving in this manner, and if necessary, the entire group.

10. Any damages done to the AAH building, artwork, furniture, garden and all of the objects in garden, will be the sole financial responsibility of the Renter.

11. Any property brought into this facility by the Renter or the Renter’s guests shall be the sole responsibility of the Renter. AAH will not be held liable for any damages or loss of items brought into the facility.

12. A cash bar is not permitted, no beer kegs, and no self-service of alcohol. The Renter and/or the Caterer are responsible for ensuring all alcoholic beverage servers are properly licensed and permitted.

13. Providing alcohol to minors will be cause for immediate termination of the event.

14. In the event of a wedding at AAH or in the AAH gardens, the throwing of rice, confetti, birdseed or similar items are prohibited.

15. A member of the AAH staff will be on site, to ensure that all rules and regulations agreed to in this contract are being adhered to with reasonable compliance.

16. AAH is not held responsible for the payment of any service providers, hired by the Renter. The Renter will also be responsible to vendors for any missing or damaged equipment.

17. Set up by the renter or caterer may begin 2 hours prior to the event. Caterer must use back door / kitchen entrance for drop-off and pick-up for event.

18. Post-event clean-up includes, but is not limited to:

* Spills of foods and liquids must immediately be cleaned up due to potential damage to historic hardwood floors
* Wiping down all counters in kitchen
* Removal of all food in refrigerator
* Removal of all items brought into the premises (i.e. flowers, candles, gifts, alcohol, stemware, flatware, linens, AV equipment, chairs, etc.)
* Cleaning products must be provided by Renter or Caterer
* Removal of all trash, including bottles

19. Renter must provide AAH staff with the names and phone numbers of any and all vendors hired by the Renter for event.

 **FEE AGREEMENT**

A deposit, totaling one half of your rental costs and a security deposit, is due when contract has been signed and event has been added to the AAH event calendar. Deposit is due 60 days prior to your event. Remainder of payment must be paid no later than 30 days prior to event.

(This timeline can be altered due to late reservations.)

Cancellation Charge: In the event of a rental cancellation, advance written notice of 30 days by Renter is required for a refund, minus a $50.00 service charge. If event is cancelled after the 30 day mark, all payments made to date will be retained by AAH.

Acceptable methods of payment include: cash, personal check, business check, and credit card (Visa, Master Card, Discover and American Express).

In the event of a returned check for insufficient funds, the Renter agrees to pay a $50.00 fee.

If agreed upon payments are late, Renter agrees to pay a $50.00 late fee.

\*\* Regarding clean up after event: in the event that kitchen, gallery areas, and garden have not been properly and efficiently cleaned, a cleaning fee of $75.00 will be charged to Renter.

**RENTAL FEES**

As a courtesy, we do not change our fees over the course of the year. Fees remain the same no matter the time of year.

We have a variety of tables in the building that can be used by renter free of charge; and approximately 40 folding brown chairs that can be used for the event.

**Individuals:**

* $400.00 for an event lasting up to 4 hours. Additional rental fees will be charged at $50.00 an hour for anything over 4 hours.

**Businesses & Political Groups:**

* $600.00 for an event lasting up to 4 hours. Additional rental fees will be charged at $50.00 an hour for anything over 4 hours.

**Non-Profit Group:**

* $300.00 for an event lasting up to 4 hours. Additional rental fees will be charged at $20.00 an hour for anything over 4 hours.

**APPLICABLE RENTAL INFORMATION**

RENTER NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

RENTER ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

RENTER PHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

RENTER EMAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HOURS OF EVENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TYPE OF EVENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NUMBER OF GUESTS

EXPECTED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CATERER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FLORIST: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MUSICIANS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

RENTAL AGENCY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EVENT PLANNER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

OTHER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ART ASSOCIATION OF HARRISBURG RENTAL AGREEMENT**

**The Art Association of Harrisburg, located at 21 N. Front Street, Harrisburg PA 17101, enters into this Rental Agreement with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ located at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Event to be held at AAH will be on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_; hours of event are as follows: \_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_.**

**Rental Fees must be paid as follows: Half of rental fee due at time of signing (60 days prior to rental date). Remainder of rental fee due 30 days before rental date; any additional fees accrued from use of facility over and above the agreed upon hourly span, will be due on day of event.**

 **Rental Fee: $\_\_\_\_\_\_**

 **Amt Pd Today: $\_\_\_\_\_\_ Paid On: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Remaining balance due $\_\_\_\_\_\_\_ Due Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**I have read the attached Rules and Regulations associated with this Rental Agreement of the Art Association of Harrisburg, and by signing this Agreement I agree to follow said rules. I agree that the information provided on all agreement documentation, to be an accurate description of the planned event.**

**Any and all violations of this Agreement, as determined by Art Association representative on location, will result in the following penalties: (1) Immediate vacating of the AAH property upon request of the AAH representative; (2) Forfeiture of all event monies paid; and (3) Renter not being permitted to rent the AAH facilities in the future.**

**Renter agrees to indemnify and hold The Art Association of Harrisburg harmless from any liabilities, costs or damages based on or in any way arising out of renter’s use of AAH premises or based on or in any way arising out of any violations of the terms of this Agreement or of any applicable laws, ordinances or regulations by Renter or Renters guests.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Renters Signature Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Printed Name**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Art Association of Harrisburg Representative Date**