



## KIRKLAND ARTS CENTER Building Rental Policy & Agreement Form

The Kirkland Arts Center (KAC) makes available for rent the Gallery Space, Skylight Room, Printmaking Studio, Ceramics Studio and Turret Room for private events.

Renting any space at Kirkland Arts Center is on an "as is" basis. We strongly recommend potential renters visit the space before making reservations. Users are expected to leave the facility in the same condition as they found it at the time of rental. Renters are responsible for any damage to the Arts Center and its contents, including equipment, supplies, art, etc. The availability of any KAC space is dependent on room availability. Rental days and times must work within the already set KAC schedule of classes.

### ROOM RENTAL FEES

ROOM	CAPACITY	PRICE**
Gallery	125 people max (75 seated)	\$150/hr
Turret Room	15 people max	\$50/hr
Skylight Studio*	40 people max	\$100/hr
Ceramic Studio*	20 people max	\$100/ hr + staff/supply costs
Print Studio*	12 people max	\$50/hr + staff/supply costs
Building Rental (Skylight + Turret + Gallery)	200 people max	\$250/hr

\*Studio spaces have limited availability due to KAC class scheduling

\*\*Rental fees include use of the kitchen, bathrooms, chairs and tables

### STAFF FEE

A staff person must be on-site for the duration of any event or building usage, from set-up to clean-up. If a staff person needs to be scheduled especially for an event (i.e. after 6:00 p.m., weekends, or holiday,) a **staff fee of \$30 per hour** is required. Staffing necessity will be discussed in scheduling.

### RULES & RESTRICTIONS

- Rental must be scheduled in advance and approved by the Exhibitions Program Manager.
- Rentals may not conflict with scheduled art classes or other KAC events.
- 50% of the fee will be paid by in advance as a deposit to secure the space at the time of reservation. This cost is non-refundable. The remainder must be received one week prior to the scheduled event.
- The fees may be paid by check, cash or credit card, but valid credit card information must be provided to hold in case of cleaning or damage fines.
- Rental privileges can be revoked by KAC at any time.
- A \$200. cleaning fine will be added if the kitchen or any other space is not satisfactorily cleaned after use. This fine will automatically be charged to the credit card number provided unless paid immediately after the event.
- Renter agrees to compensate KAC for any damages that occur during the event. KAC will automatically deduct up to \$250. from the credit card number provided to cover the cost of any damages, and will then create a payment plan for any additional amount due.
- There is no smoking in the Kirkland Arts Center or within 30 feet of the building
- All food and beverages to be served at the event are the responsibility of the renter.
- If alcohol is to be served, a Banquet permit must be obtained by the renter prior to the event.
- Food and beverages may not be served in the ceramics studio.
- Parking for KAC is in the lot behind the building and/or street parking and the Arts Center is not responsible for any automobiles.

**Please note: Kirkland Arts Center does not supply tablecloths, napkins, silverware, etc. The Arts Center does have a limited number of tables and chairs available for use with any rental. Use of any KAC supplies/items must be arranged at the time of rental and is dependent on availability. Again, it is recommended that renters visit the space and understand the facilities prior to making a reservation.**

Questions should be directed to Colleen Lenahan at 425.822.7161 ext. 102 or [clenahan@kirklandartscenter.org](mailto:clenahan@kirklandartscenter.org).



# BUILDING RENTAL AGREEMENT FORM

Date:  
Time:  
Room:

<b>Contact Name &amp; Title:</b>		
<b>Company / Organization</b> (if applicable):		
<b>Phone:</b>	<b>Email:</b>	
<b>Mailing address:</b>		
<b>Additional contact person (name, phone):</b>		
<b>Description of event:</b>		
<b>Number of participants/guests:</b>		<b>Age group</b> (if youth):
<b>Space to be rented</b> (circle all that apply): Skylight Studio    Gallery    Turret Room    Print Studio    Ceramics Studio		
<b>Date of the event:</b>	<b>Set up to begin at:</b>	
<b>Event start time:</b>	<b>Event end time:</b>	
<b>Time <u>all</u> participants will be out of the building:</b>		
<b>What is the primary purpose of this event?</b> (Educational, training, informational, social, business, etc.)		
<b>Are you serving alcohol at this event?</b> Yes    No		
<b>Is this for a 501 (c) (3) non-profit organization?</b> Yes    No		
<b>How did you learn about space for rent at KAC?</b>		
<b>To be filled out by KAC staff member:</b>		
Room rental fee:	Staff fee:	Additional fees:
Deposit due: Paid? <input type="checkbox"/>	Total amount due:	Remaining balance: Due on:

I agree to pay the above fee and abide by the stated rules and restrictions for rental and use of building space at Kirkland Arts Center. Please initial:

- ◆ I understand that there will be a \$200. fee if the space is not cleaned after use. \_\_\_\_\_
- ◆ I understand that I will be charged for any building time used beyond the reserved scheduled time. \_\_\_\_\_
- ◆ I understand that I will be responsible for any damages to KAC. \_\_\_\_\_
- ◆ I understand that if there are any damages, KAC will charge up to \$250. on the credit card provided, and then will create a payment plan for any remaining amount due. \_\_\_\_\_

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Dated