

Dowling Museum/Ann Rudd Art Center Rental Contract & Policy

Date/Time of Event:	
Type of Event:	
Contact Person:	
Phone/Email:	
Payment Amount:	Date:
Facility is not available for teenagers or younger children's parties or events. DCCAH cannot be liable or responsible for youth in the facility.	
Carol Luckfield ~ Gallery Director ~ 334-445-6526 Gallery Hours ~ Tuesday & Wednesday ~ 11am to 3pm Ann Rudd ~ Arts Council President ~ annrudd@aol.com	

Rental Rates Include One Hour for Set-Up and One Hour for Breakdown

One to Three Hours: \$175.00

Three to Six Hours: \$275.00

Two to Three Days: \$375.00

Tenant agrees that it will hold the Dale County County Council of the Arts and Humanities harmless from any and all acts of commission and omission resulting in any personal injury, death, or any suit, claim, or cause of action therefore arising out of Tenant's use of the premises.

Tenant agrees that they will not deface walls with tape or nails.

Art on display or window displays will not be handled by the Tenant.

The gallery provides serving tables and miscellaneous chairs. Tenant must provide for all other seating and serving requirements. Refrigerator and microwave are available. All garbage must be removed from the premises and the building left clean and in good condition.

Absolutely no food or bulk items will be emptied into sinks or toilets, which may cause clogging. Tenant is responsible for the cost of any and all damages and repairs.

Smoking is not permitted inside the building.

I have read and understand the requirements of the DCCAH Facility Use Policy and hereby agree to all sections of said policy. Further, I hold DCCAH and the City of Ozark harmless from liability for any action arising from the use of the Ann Rudd Art Center / Dowling Museum.

Signature: _____ Date: _____

Dale County Council of Arts and Humanities
**GALLERY RENTAL USE POLICY,
CLEANING CHECKLIST & BUILDING RULES**

- All used paper products, discarded food, and trash must be placed in black trash bags (furnished by renter) and removed from the building by the renter. Trash pick-up is not available to the Art Center.
- Sweep all floors (brooms are in the last room past the restrooms) and wipe up any spills.
- Wipe all table surfaces and kitchen table, cleaning all food residue. Remove all items from the refrigerator that apply to your event.
- No food, paper products, or bulk items will be emptied into sinks or toilets. Renter will be held responsible for any damage or cost of repairs.
- NO EATING OR DRINKING in the upholstered furniture seating area.
- All children must be supervised at all times. No one is permitted to enter the front windows for safety reasons. Decorations are NOT PERMITTED in the display windows.
- Please do not touch or handle any items on display in the art exhibits. Tenant will be held responsible for damages or loss.
- Smoking is NOT permitted in the building or up to 30' from entrances.
- Please do not use glitter decorations in the gallery. It is very difficult to clean up from the floors and other surfaces.
- Set-ups for the event need to be 21" away from gallery walls.
- Set-up time is to be included in your rental time. Earlier set-up will be charged extra.
- All events to end at 8:00 p.m. with clean-up ending at 9:00 p.m. at the latest.

Thank you for your cooperation. Enjoy!