

RENTAL AVAILABILITY- Space will be rented on a first come first served basis and according to availability of the date requested.

FACILITY GUIDELINES- Space is rented in “as is” condition. Decorations can be used and are the responsibility of the contractor. No nails, glue, tape, tacks or spray adhesive can be used on the walls. Tobacco use is prohibited inside all the venues. Any promotional or advertising material may not be posted without prior permission, and if permission is given, must be freestanding. Only votive candles may be used. Confetti, fog or bubble machines are not allowed in the gallery venues. Extension cords must be covered or placed where they cannot create a hazard. Behavior or activities that are offensive, abusive, illegal or which may result in the endangerment of guests, personnel, visitors, collections or facilities are expressly prohibited. NAC staff will request that individuals engaging in such behavior leave the premises. NAC staff may terminate any event at any time, if, in their reasonable judgment, the event endangers the facilities, exhibitions, its guests, or personnel. The contractor is responsible for the behavior of his or her guests, invitees, and agents while they are present. Tampering with the exhibitions is strictly prohibited and the contractor will be held responsible for any damage of the artwork. Contractor is responsible for securing the building upon leaving. All keys, if provided, must be returned to the NAC office within 48 hours of the end of the event.

FIRE AND SAFETY- No firearms, fireworks or pyrotechnics of any kind are allowed on the property. NAC reserves the right to examine all parcels. All fire regulations and laws concerning public use and safety shall be observed at all times. Please note the location of fire extinguishers and exits. During the course of event set-up and execution, entrances, exits, and passages to administrative areas may not be blocked.

VENDOR SELECTION AND ALCOHOLIC BEVERAGES- Once the contractor has selected their service vendors (food, music, equipment), NAC must be advised of vendors selected and key contact names and phone numbers. **Caterers must retain appropriate permit if alcohol will be served.**

CLEAN UP- The contractor is responsible for returning the rented space to original condition, including restrooms, trash removal, kitchen, etc. A \$100 janitorial deposit is required. If additional janitorial services are required, the contractor will be billed \$50 an hour.

NAC STAFF- A member of NAC will be on site or available as a point of contact throughout your event. Additional staff, if needed, will be provided at the rate of \$20 an hour.

***INSURANCE AND LIABILITY-** Contracted party is required to provide a Certificate of Insurance, naming the Norwich Arts Council as “additional party insured” for the entire rental period. This included rehearsals, set-up, performances, etc.

INDEMNIFICATION- All contracted parties agree that the NAC shall be indemnified and held harmless by the contractor for the vicarious liability as a result of entering into the contract. However, the parties further agree that each party is responsible for its own negligence.

PARKING- On street parking is available in the downtown area, on Church Street, and at the Town Hall. The Dime Savings parking lot on Broadway and the Peoples Bank parking lot on Church Street are available during non-banking hours.

RENTAL FEES:

Basic Rental Fees (Gallery):

\$200 for up to 4 hours usage

\$250 for over 4 hours usage

Not For Profit Organizations and NAC Members:

\$150 for up to 4 hours usage

\$200 over 4 hours usage

Basic Rental Fees (Theater):

\$300 for up to 4 hours usage

\$400 for over 4 hours usage

Not For Profit Organizations and NAC Members:

\$250 for up to 4 hours usage

\$350 for over 4 hours usage

Additional charges may be incurred per event for services required as follows:

-Rehearsals, Tech nights, etc. \$25 each

-Linen Rental \$25

-Tables/Chairs Set Up (one time) \$25

- Sound Technician \$20 hour (if provided by NAC staff)

- Lighting Technician \$20 hour (if provided by NAC staff)

-Box Office Support \$1 per ticket, 4% fee on credit card purchases, plus \$20 hour for staff on event night. Payment for all credit card purchases will be issued after they are credited to the NAC account

-Additional NAC staff services (ushers, security, etc.) \$20 hour

-Other services as negotiated

DISCOUNTS- Discounts may be available for non-profit organizations and members of the Norwich Arts Council. For more information contact the Office Manager at 887-2789.

DEPOSIT- A deposit of 50% is due at the time of reservation, plus \$100 janitorial deposit that will be refunded if facility is left in original condition.

PAYMENT- A signed contract and full rental rate must be received at least 30 days prior to event, unless otherwise negotiated. If event is cancelled less than 30 days prior to event, payment received will not be refunded.