

**RENTAL APPLICATION FOR THE ARTS CONSORTIUM VENUE (GALLERY)
300 E. Oak Ave. Visalia, CA. Corner of Oak & Garden**



ORGANIZATION: _____
FIRST & LAST NAME of RESPONSIBLE PARTY: _____
EMAIL: _____ PHONE NUMBER: _____
ADDRESS/CITY/ZIP: _____
EVENT DATE: _____ RENTAL TIMES: _____
EVENT DESCRIPTION: _____

- 1. PUBLIC EVENT? YES ___ NO ___
- 2. CHARGE FOR ADMISSION: YES ___ NO ___ Admission Price _____
- 3. WILL FOOD BE SERVED/SOLD? YES ___ NO ___
- 4. WILL ALCOHOL BE SERVED/SOLD? YES ___ NO ___

If YES to any of the questions 1 -4 above, you must complete all necessary A.B.C./Tulare County Health permit requirements and paperwork for the City of Visalia (C.O.V.) Special Events. (This permit also requires site map, rented portable bathrooms, event trash cans, etc.) A certificate of **liability insurance is required** for facility reservations. Details follow below.

For a copy of the Special Events application for the City of Visalia

http://www.ci.visalia.ca.us/depts/fire/special_events

\$500 Security Deposit: \$500 security deposit must be turned in with application. Deposit is NOT refundable if event is cancelled. Deposit will be refundable if event space is returned in the same condition or better than it was released to renter (credit/debit deposit payments will be returned minus a processing fee).

Applications, proof of insurance, event day site map, and proof of all necessary permits are due at least two weeks before the event date, no exceptions.

Entire rental amount must be paid 30 days prior to event (Initial below):

_____ **4 hours \$300 + Security Deposit**

_____ **8 hours \$600 + Security Deposit**

_____ I have attached a copy of the corresponding approved City of Visalia Special Events app/permit.

_____ I have attached proof of insurance.

_____ I have attached proof of Tulare County Health Permits (including proof of toilet/trashcan rental).

_____ I have attached a site map.

Extras

_____ **Cushioned Metal Chairs: \$3 each, Limit 50**

PLEASE READ AND SIGN OUR TERMS AND CONDITIONS ON PAGE 2

TERMS AND CONDITIONS

INTERNAL ONLY: _____ App Complete _____ Deposit _____ Payment _____ COV Clear _____ Insurance _____ Other Permits _____ On Calendar
_____ Key Out _____ Key In _____ Deposit Returned _____ Add Options Paid _____ Add Options Returned

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General Information: Rental times must include set up and clean up time. The preferred use of space is for community events.

Liability Insurance: **A certificate of liability insurance is required for facility reservations.** Renters are required to provide proof of liability insurance with a minimum coverage of \$1,000,000 naming the Visalia Arts Consortium, Inc. and the City of Visalia as additional insured. Any rented equipment or personal items left in the Arts Consortium Gallery Venue will be not be insured or replaced by the Arts Consortium or the City of Visalia if it is stolen or damaged.

Smoking: No smoking will be allowed on premises.

Guests: Renter is financially responsible for all conduct that occurs on the premises, including any and all accidents or injuries to persons, property, or any art on display resulting from use of facilities. Violence, excessive drinking, loud behavior and unsupervised youth are not permitted. Any violations could result to event cancellation, loss of deposit and/or additional charges by the Arts Consortium. Renter must ensure that all guests abide by the rules set forth in the Arts Consortium Safety Addendum.

Facility Staff: Renter is required to check-in before the event to pick up keys during business hours (10am-3pm Tues-Fri) or by appointment. Keys must be returned on the following business day. Renter is required to be available to Arts Consortium's Staff throughout the duration of the rental period, and until all keys or additional fees have been collected.

Clean Up: The Arts Consortium must be **returned to the same condition prior to the event** or rental deposit will be retained.

Security Deposit/Damage Deposit: **\$500 security deposit must be turned in with application.** The Security and Damage Deposit will be held to cover any damages, cleanup or additional fees that may result from use of the Gallery. Additional fees are the responsibility of the Renter if damages are of a higher cost than the total Security Deposit. The Security Deposit will be refunded if all conditions of this Agreement are met at the end of the rental period.

Food and Beverage: All food preparation and service must be arranged and provided by the Renter. 1. The Arts Consortium Gallery venue has no kitchen space, and no appropriate for food or beverage storage for renters. All materials stored in the Gallery Venue are property of the Arts Consortium and are not available for use. 2. Renter must provide table coverings if desired, trash bags, utensils, and food storage materials, napkins and dinner or plastic ware. There is no dishwasher or icemaker. 3. No cooking of any kind is permitted inside the Gallery. Propane, gas burners, hot plates or BBQ equipment are not permitted inside the Gallery.

Alcohol: Alcohol cannot be sold, either directly or indirectly (through a cover charge), without a proper permit, to be arranged and displayed by the Renter. **Proper ABC permit and City Special Events permits must be obtained.** Facility applications must state whether alcohol will or will not be served and/or sold during the rental. If alcohol is sold, **one licensed security guard is required per 100 guests.** Any alcohol served must be consumed within the Galley Venue. Contract holder is responsible for any guest who brings alcohol to their event without proper requirements. If alcoholic beverages are served, Renter takes all responsibility for loss or damage as a result of their misuse and indemnifies Gallery against any and all claims of injury or damage as a result of such service. It is the responsibility of the Renter to not serve alcohol to minors or to allow an excess intake of alcohol by any attendee. 5.

Additional Requirements:

- Alcohol Beverage Control a.k.a. "A.B.C." permit (if serving/selling food or alcohol)
- Proof of insurance.

Applicant Signature: _____ Date: _____

Deposit received _____ Application Date _____

ARTS CONSORTIUM SAFETY ADDENDUM:

The Arts Consortium requires a few preventive measures to ensure a safe environment and in order to prevent injuries as a result of the following:

- Slipping, tripping, and falling hazards
- Burning, cutting, and pinching hazards
- Improper lifting and handling techniques

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Unobservant and inattentive participants
Improper event layout and arrangement
Dangerous electrical wiring
Exposure to toxic substances
Horseplay

The following sections address several Arts Consortium safety practices. Other preventive measures not mentioned here might be necessary also.

REMEMBER:

Always use common sense when safety is a concern.

Preventing Slips and Falls:

The easiest way to avoid slips and falls is to pay attention to your surroundings and to avoid running or rushing.

Arrange event furnishings in a manner that provides unobstructed areas for movement.

Clean up fluid spills.

Do not stand or place objects in walkways.

Be aware of added risk of falling when entering a building if outside weather is wet or freezing.

Many accidents are caused by poor housekeeping practices. By keeping the floor both neat and clean, you can eliminate most slipping, tripping, and falling hazards. Other good housekeeping practices include the following:

Ensure that Arts Consortium lighting is adequate and available. Request the Arts Consortium to replace burned out light bulbs as necessary.

Ensure that electrical cords and phone cords do not cross walkways or otherwise pose a tripping hazard.

Report or repair tripping hazards such as defective tiles, boards, or carpet immediately.

Clean spills and pick up fallen debris immediately. Even a loose pencil could cause a serious falling injury.

Store items for your event in an approved storage space.

Chairs

Safety guidelines for Arts Consortium chairs include the following:

Do not lean back in Arts Consortium chairs, particularly swivel chairs with rollers.

Do not climb on any Arts Consortium chair, ask for a step ladder instead.

Take care when sitting in a chair with rollers. Make sure it does not roll out from under you when you sit down.

Repair or report any chair damage that could be hazardous.

Do not roll chairs over electrical cords.

Ladders

Always use an approved ladder or stool to reach any item above your extended arm height.

Never use a makeshift device, such as a desktop, file cabinet, bookshelf, or box, as a substitute for a ladder.

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Follow these guidelines when using ladders:

Do not load a ladder above its intended weight capacity.

Place ladders on slip-free surfaces even if they have slip-resistant feet. Secure the ladder if a slip-free surface is not available.

Avoid placing ladders in walkways. Secure a ladder if its location could cause an accident.

Keep areas around ladders clean and free of debris.

Do not use a ladder in front of a door unless the door is locked and barricaded.

Hazardous Objects and Materials

Hazardous objects such as explosives and firearms are not permitted in the space. In addition, hazardous chemicals and materials should not be stored in the Arts Consortium venue.

Check ingredient labels and product cautions to avoid the use or storage of the above materials.

Preventing Cuts and Punctures

Avoid picking up broken glass with your bare hands. Wear gloves and use a broom and a dust pan.

MY SIGNATURE BELOW ACKNOWLEDGES THAT I HAVE READ AND UNDERSTOOD THE ARTS CONSORTIUM SAFETY ADDENDUM

Name

Date

Signature