

# Greater Denton Arts Council

## Private Rental Policies

### Private Rentals

Effective 01/01/2024

The Patterson – Appleton Arts Center is managed by the Greater Denton Arts Council (GDAC), a Non-profit corporation. The Center hosts cultural and educational programs and events, and houses the Meadows Gallery and the Gough Gallery, Denton’s public galleries.

Use of the Patterson-Appleton Arts Center (PAAC) is governed by policies set forth by the GDAC Board of Directors.

For the purposes of this document, “Lessor” will refer to the Greater Denton Arts Council; and “Lessee” will refer to the person/s or party paying for use of the Patterson – Appleton Arts Center.

### Usage – Types of Events

1. Organizations, businesses, or private individuals may rent certain areas of the Arts Center for their own use. The Meadows and Gough Galleries are not available for rent.
2. Athletic events (with the exception of dance, aerobics, and yoga classes), and events where alcohol is SOLD are prohibited.

### Hours of Availability

1. PAAC office hours are Monday through Friday from 9:00 a.m. to 5:00 p.m.
2. The Arts Center may be rented for use between 8:00 a.m. and 12:00 a.m. weekdays and weekends, with the following exceptions:

**Martin Luther King Day(Jan)**

**President’s Day (Feb)**

**Good Friday – Easter Sunday**

**Memorial Day**

**Juneteenth**

**Fourth of July**

**Labor Day**

**Thanksgiving (Wed – Fri)**

**Christmas Week – New Year’s Day**

3. The Meadows Gallery and Gough Gallery will be open Tuesday through Saturday from 11:00 a.m. to 5:00 p.m. and additional hours as designated. The Galleries will be closed on Sundays, Mondays, holidays, and between exhibitions. The Galleries are not available for rental events but may be visited by guests when the event occurs during normal operating hours.

## **Requests for Reservation and Deposit**

1. Preliminary Reservations can be made through the Rentals Coordinator in person, by phone (during the hours of 9:00 a.m. – 5:00 p.m. Monday through Friday) or by E-mail at [events@dentonarts.com](mailto:events@dentonarts.com).
2. Reservations may be booked for a minimum of four (4) hours. Time blocks should include ALL necessary preparation and break down for the function. Any part of an hour will be charged the full hourly rate.
3. Reservations must be made through signed contract no less than thirty (30) days or more than one (1) year in advance of the function. Contracts will be reviewed by the Greater Denton Arts Council for approval.
4. The individual who makes the preliminary arrangements and signs the rental contract must be present, or arrange for a representative, during all phases of the function. This includes set-up, actual function, and break-down by the Lessee.
5. A Reservation is only considered valid once the Deposit Agreement has been signed and the required Deposit has been received by the Lessor. Deposit may be made by cash, check, or credit card in person or over the phone. Checks will be cashed and credit cards will be charged at the time they are received. Deposit amounts are found on the Rental Fee Schedule included with this document.
6. In ALL cases, the total amount of Deposit will be applied to the total rental fees. At the conclusion of the rental event, the GDAC Facilities Manager will inspect the premises. In the case that any damages or loss are found to the facility or any furniture or fixtures that is determined to have been caused as a result of misuse or negligence on the part of the Lessee during the rental event, GDAC will issue an invoice to the Lessee. This includes charges for additional cleaning required inside or on the grounds as a result of the rental event. LESSEE AGREES TO PAY THESE CHARGES IN FULL WITHIN 7 DAYS OF NOTIFICATION OF SUCH CHARGES BY LESSOR.

8. **CANCELLATION:** Lessor must receive written notice of cancellation sixty (60) days prior to the scheduled event for a full refund of the deposit. If a written notice of cancellation is received at least thirty (30) days prior to the scheduled event but less than sixty (60) days, half of the deposit amount will be refunded to the Lessee. In the event that the notice of cancellation is received less than thirty (30) days prior to the scheduled event, no portion of the deposit will be refunded.

## Reservation Guidelines

1. Rental fees are determined according to the following classifications:
  - a. **Private; including Individuals, Businesses or Families:** Applies to such activities as private parties, wedding receptions, baby and wedding showers, and any event sponsored or controlled by "For Profit" business or commercial organizations, institutions, or individuals regardless of whether the Lessee profits from such event.
  - b. **Non-Profit Organization:** These groups must have proof of non-profit tax exempt charitable status. They fall into three (3) groups: educational, community, and professional organizations.
2. Lessee must be at least 21 years of age to rent the facility.
3. **Capacity:** In accordance with building and fire codes, the Maximum Occupancy of any room in the facility at any one time will be determined by the configuration of the room for an event.  
**Festival Hall:** Standing Room Only: 300; Chairs Only: 250; Seated Dinner: 200  
**East Craft Room:** Standing Room Only: 60; Chairs Only: 35; Tables & Chairs: 18  
**Dance Studio:** Standing Room Only: 25; Tables/Chairs: 12  
**PAAC Total Building Occupancy: 493** (No tables/chairs in any room)  
The event will be shut down and all persons must vacate the building immediately if the maximum occupancy is exceeded.
4. All applications for use may be reviewed by the Greater Denton Arts Council Board of Directors.
5. The Greater Denton Arts Council reserves the right to refuse any request for rental.
6. Confirmation of any reservation is completed when all rental fees, charges, and event information have been received by the Lessor. This must be done no later than thirty (30) days prior to the date of rental.
7. The Greater Denton Arts Council reserves the right to cancel any reservation up to thirty (30) days prior to the event, in which case fees and deposits will be returned in full.

8. Reserved space may be subject to relocation within the PAAC up to ten (10) days prior to the event. If a suitable space cannot be agreed upon by Lessor and Lessee, all deposits and fees will be refunded in full.
9. The Rentals Coordinator and Facilities Manager will work with you to help coordinate and plan the details of your event. This includes services such as space planning and layout, event staffing, AV capabilities, and other equipment available to the Lessee during the event.
10. All meetings with the Rentals Coordinator are **by appointment only**. Please call **940-382-2787** or email **events@dentonarts.com** to make an appointment.

## Rental Fees and Amenities

1. **PAYMENT:** Payment may be made by cash, check, or credit card. Returned check fee is \$35.00.
2. **ROOM RENTAL FEES:** Please refer to the fee schedule attached for applicable rental rates. Total fees are determined by the number of hours of your rental; however, ALL rentals require a fee equal to a minimum of Four (4) hours. Additional hours will be charged at the hourly rate thereafter. Lessee's reservation time begins when you plan to enter the building and ends when Lessee has completed all requirements of the rental agreement and has completely vacated all persons and personal items from the event from the PAAC premises.
3. **BUILDING ATTENDANT:** A building attendant will be present during the entire time of the rental. The building attendant will be more than happy to assist you to the best of their abilities with tables and chairs, leased tablecloths, use of kitchen, location of furniture racks, cleaning supplies, lighting, and some AV assistance with GDAC's equipment, according to your rental agreement. Please note that minor adjustments may be possible to the building's thermostats; however, our HVAC system is remotely controlled by the City of Denton. The building attendant is NOT responsible for any type of break-down of personal decorations and equipment.  
*Note: At least two Building Attendants are required for events over 150 guests.*
4. **SECURITY:** An off - duty police officer will be required at any function where alcohol is served, and/or when there will be more than 200 guests at any one time. The minimum security fee is equivalent to four (4) hours, per officer, and an additional hourly rate per officer for each additional hour of the rental event. Two officers will be required if alcohol is served and there are over 200 people.

*Number of guards may be increased if Rental Coordinator and Executive Director deem it appropriate. Please refer to the attached fee schedule.*

5. **SOUND SYSTEM:** A sound system is available for rent by Lessee in Festival Hall for an additional \$50 fee, and includes the following:
  - a. **Yamaha MG16XU 12 channel Mic/Line Mixer**
  - b. **Two tripod – mounted CP Series 1000 watt speakers**
  - c. **Shure XLS Microphone system with four wireless handheld mics and two body packs with lapel mics; floor or table microphone stands**
  - d. **Connections for CD Player, Phone, Tablet, etc. through Mixer (Lessee should verify connections with Facilities Manager before event)**
  - e. **Speaker’s Podium with mic holder and strike light**
  
6. **PROJECTOR:** A ceiling-mounted dual bulb projector is available for rent by Lessee in Festival Hall for an additional \$50 fee, and includes the following:
  - a. **Projector**
  - b. **13’ x 8.5’ Retractable Screen**
  - c. **HDMI Connection (other adapters, such as Display Port, Lightning, etc. may be used) for Laptop, Tablet, etc. belonging to Lessee**
  - d. **Sound from HDMI connection distributed to the two CP Series 1000 watt speakers**
  
7. **PIANO:** A Baldwin Grand Piano is available for an additional \$75 fee. The piano may only be moved by GDAC Staff.
  
8. **CUSTOM LIGHTING:** Festival Hall includes 63 Philips HUE bulbs with customizable color schemes. In addition, there are six (6) fixed – position spotlights. Lighting requests should be made in advance.
  
9. **STAGE:** Festival Hall includes a 16’ x 8’ x 12” (high) stage with one set of steps and a 10’x8’ ramp. Stage and ramp are always included in Festival Hall rentals; however, both can be removed/moved for an additional \$225 or:  
Stage only: \$150 | Ramp only: \$75
  
10. **TABLES AND CHAIRS:** Included in all rentals are up to forty-five (45) 72” x 30” long folding tables; twenty-four (24) 60” round tables; 200 padded folding chairs; and 200 stackable steel (non-padded) chairs. Each type of table will seat up to 8 persons. White and/or Black Tablecloths are available for rental for an additional fee (see fee schedule); subject to availability.
  
11. **KITCHEN:** A “caterer’s kitchen” is available adjacent to Festival Hall for an additional \$85 rental fee. The kitchen includes two warming ovens, a microwave, a refrigerator, electric four–burner stove top, and a dishwasher.

12. **EAST CRAFTS ROOM & DANCE STUDIO:** Amenities vary based on Lessee's requests. A portable projector and screen are available for rent by the Lessee for an additional \$50 fee.

**ALL items belonging to Lessor must remain in the PAAC. An inventory of GDAC's equipment will be taken before and after Lessee's event. The Lessee will be notified immediately if any items cannot be accounted for, and Lessee will be charged an amount equivalent to the replacement value for any items unaccounted for after a rental event.**

## **GDAC Work Crews**

### **Set-up Crew (optional):**

1. Set-up of Lessor's tables and chairs to Lessee's specifications is available for an additional fee. *This does not include Lessee's own decorations, tablecloths, or place settings.* If the Lessee requires extra time to set up these items for their event, this time will be factored into the total hours of the facility rental.

### **Break-down Crew (optional):**

1. Break-down of tables and chairs belonging to Lessor. *This does not include Lessee's own decorations, tablecloths, or place settings.* If the Lessee requires extra time to take down these items for their event, this time will be factored into the total hours of the facility rental.

**Lessee is solely responsible for all of the above listed duties unless they request and pay for a GDAC work crew in advance, when Lessee signs the rental contract with the Special Events and Rentals Coordinator.**

**Clean-up Crew (Required for ALL rental events):** GDAC clean-up crew is required to clean the facility after each event. Note that this does NOT include removing/cleaning any items from the event that have been brought in by the Lessee. If an event requires excessive cleaning afterward, as determined by the Facilities Manager, Lessee may be responsible for additional cleaning fees, which may be deducted from the Lessee's deposit. This includes the exterior of the building, parking lot, and Riley Cross Park.

## General Regulations

1. Smoking is prohibited in the Patterson – Appleton Arts Center.
2. Use of any GDAC equipment must be arranged for in advance with the Special Events & Rentals Coordinator.
3. Fire codes, as enforced by the Fire Marshal, must be observed by Lessee at all times.
4. All exits must remain clear and accessible at all times.
5. Only votive or tea light candles are acceptable; candles must be in a proper holder to prevent any wax from dripping. Battery operated candles are preferred. If the Building Attendant deems any candles might be causing a fire risk at an event, they may ask Lessee to extinguish and remove the candles immediately. **Any other type of fireworks are strictly prohibited inside or on the grounds of the PAAC.**
6. **No food or drink is to be placed on or near any electrical equipment, musical instruments, or artwork at any time. No food or drink is allowed in the Gough and Meadows Galleries.**
7. Alcohol is allowed, including beer, wine, and liquor. This is a city-owned facility and all city ordinances and regulations must be observed by Lessee at all times, as well as all TABC regulations.
8. If alcohol is being served at Lessee's event, alcohol is not permitted outside of the building at any time.
  - a. If alcohol is present, renter must provide a TABC certified bartender/server to serve the beer and wine.
9. **No glitter, confetti, feathers, rose petals, rice, or birdseed is allowed in the PAAC or on the grounds at any time. If any of these items are found after a rental event, Lessee will be held responsible for additional cleaning fees.**
10. Tape, nails, tacks, or any type of adhesive material may not be used on walls, columns, or floors at any time, as they will cause damage. **Consult with the Rental Coordinator prior to the date of your rental for alternative decorating methods that are currently acceptable.**
11. Decorations or promotional materials for Lessee's event and the placement of such items must be approved in advance by Rentals Coordinator and Executive Director.
12. No Animals are allowed inside the facility, with the exception of certified service animals.
13. Entrance to the PAAC is through the double doors located adjacent to the parking lot, which is entered from Bell Ave. All other doors must remain locked during event; however, Lessee may enter and exit through such doors as needed. Lessee will be responsible for monitoring entry through ALL doors during their event if occurring outside of PAAC hours. Building attendants and other GDAC staff members are not responsible for prohibiting entry by persons other than those invited to the rental event. Any intrusions during an event by an uninvited person/s who refuses to leave must be reported to GDAC staff, and Lessee is responsible for contacting police.

14. The overhead garage door in Festival Hall may be opened and used for loading and unloading only. Opening the garage door must be approved prior to the event by the Lessor, but is subject to change at the discretion of Lessor's representative at the time of the event if weather or other concerns warrant such. Under no circumstances may a motor vehicle be brought into the Patterson-Appleton Arts Center without prior approval. This building serves first and foremost as art exhibition space, and as such must maintain a specific, controlled environment for the protection of the art and the center in general.

## **Accessibility**

1. The Greater Denton Arts Council will comply with all local, state, and federal laws, which prohibit discriminations. These include:
  - a. Provisions of title VI of the Civil Rights Act of 1964: "No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, or be denied the benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance." (Title VI of the 1964 Civil Rights Act, 42, USC 2000d)
  - b. Title IX of the Educational Amendments of 1972: "No person in the United States shall, on the basis of sex be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance."
  - c. Section 504 of the Rehabilitation Act of 1963: "No otherwise qualified handicapped individual in the United States shall solely by reason of his/her handicap be excluded from the participation in, be denied the benefits of, or be subjected to discrimination conducted by executive agency or by the U.S. Postal Service." (Section 504 of the Rehabilitation Act of 1963, as amended 29 USC 794.)
  - d. Age Discrimination Act of 1975: Prohibits discrimination on the basis of age in programs and activities receiving federal financial assistance.

**Lessor reserves the right to change these rules and regulations at any time, and will notify Lessee if any changes will affect the Lessee's rental contract/event.**

**COVID-19: Availability, occupancy, restrictions, deposit policies, and other guidelines may be altered as determined by Local, State, Federal, and GDAC policies to help prevent the spread of COVID-19. Any such guidelines will be provided to the Lessee as addenda to this Rental Policy.**



Greater Denton Arts Council Private Rental Packet 2024

<b>Private Rental Rates Eff. 1/1/2024</b>	<b>Fees</b>
Rental	\$800 minimum for up to four (4) hours \$200 for each additional hour for Festival Hall; \$25 initial hour plus \$15 each additional hour for East Crafts Room and Dance Studio
Deposit	\$500 (toward rental fees) If serving alcohol: \$800 (toward rental fees)
Building Attendant <i>(Required)</i>	\$80 for first four (4) hours \$20 for each additional hour
Kitchen	\$85
Security <i>(Required if serving alcohol)</i>	\$200 for first four (4) hours, per officer \$50 for each additional hour, per officer
Work Crew Set-up <i>(optional)</i>	Festival Hall: \$150 Tables and Chairs set-up only East Craft Room: \$50 Tables and Chairs set-up only
Work Crew Break-down <i>(Optional)</i>	Festival Hall: \$150 Tables and Chairs set-up only East Craft Room: \$50 Tables and Chairs set-up only
Clean-up Crew <i>(Required)</i>	\$185 for Festival Hall; \$75 for East Crafts Room and Dance Studio
Tablecloths <i>(Black or White)</i>	\$15 per tablecloth
Additional Items	PA/Sound System: \$50 Projector/Screen: \$50 Grand Piano: \$75 Stage Removal: \$150   Ramp Removal: \$75