

The Fine Arts Center of Kershaw County

www.fineartscenter.org/803-425-7676 ext. 300

Rental Information Packet

Douglas-Reed House

Thank you for your interest in the Fine Arts Center of Kershaw County. Please read this information regarding rental procedures, rates, and rules carefully. If you have any questions, we will be glad to answer them during business hours. We look forward to hearing from you.

RENTAL RATES

DOUGLAS REED HOUSE (House and Grounds/Available 9am – 11pm)

Daily Rental Fee	\$550.00
Daily Rental Fee for Arts or Nonprofit	\$350.00
Hourly Rental (2 hour minimum)	\$100/hr. & \$35 custodial fee
Hourly Rental for Arts or Nonprofit (2 hour minimum)	\$75/hr. & \$35 custodial fee

*When renting the facility, charges will be incurred from the time the custodian opens the facility until it is vacated. The renter is in charge of clearing the facility in order for the custodian to secure the building. If early access to the building is needed for decorating purposes, it must occur during regular business hours or additional charges will be incurred.

*Rental of the Douglas Reed House includes basic set up and clean up as well as the use of available tables and chairs. Use of Fine Arts Center staff is NOT part of the rental agreement other than for basic set up and clean up. Custodial fees are included in flat rate rentals.

*The Douglas Reed House can accommodate approximately 50 – 60 seated guests or 80 – 100 standing guests.

*The Douglas Reed House is a historic site. NO smoking or dancing is allowed inside.

*A non-refundable \$50.00 security deposit must be paid upon signing of this lease. The security deposit will hold your date and will be deducted from your balance. *Entire payment must be made 10 days prior to the rental date. If it becomes necessary to cancel the lease, then both parties must agree to the cancellation. Lack of payment is grounds for cancellation.

*The Douglas-Reed House cannot be leased in the months of **February** and **December**.

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Rental Information Packet

Bassett Building

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RENTAL RATES

BASSETT BUILDING (Includes Wood Auditorium, Lobby, McCarney Room, & Gallery)

Daily Rental Fee	\$900.00
Daily Rental Fee for Arts or Nonprofit	\$650.00
Hourly Rental (2 hour minimum)	\$125/hr. & \$35 custodial fee
<u>Hourly Rental for Arts or Nonprofit (2 hour minimum)</u>	<u>\$100/hr. & \$35 custodial fee</u>

*When renting the facility, charges will be incurred from the time the custodian opens the facility until it is vacated. The renter is in charge of clearing the facility in order for the custodian to secure the building. If early access to the building is needed for decorating purposes, it must occur during regular business hours or additional charges will be incurred.

*Rental of the Bassett Building includes basic set up and clean up as well as the use of available tables and chairs. Use of Fine Arts Center staff is NOT part of the rental agreement other than for basic set up and clean up. Custodial fees are included in rental price.

*The Wood Auditorium can safely accommodate **284** people. Occupancy by more than 284 persons is dangerous and unlawful.

*No food or drink is allowed inside the Wood Auditorium.

*A non-refundable \$50.00 security deposit must be paid upon signing of this lease. The security deposit will hold your date and will be deducted from your balance.

*Entire payment must be made 10 days prior to the rental date. If it becomes necessary to cancel the lease, then both parties must agree to the cancellation. Lack of payment is grounds for cancellation.

***Pricing DOES NOT include any required fees for sound and lighting. Please see Audio/Light/Technical Fee Schedule to calculate additional costs.**

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Rental Information Packet

Music or Dance Studio

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RENTAL RATES

MUSIC or DANCE STUDIO (Available 9am – 9pm)

Hourly Rental (2 hour minimum) \$45/hr. & \$35 custodial fee

Hourly Rental for Arts or Nonprofit (2 hour minimum) \$35/hr. & \$35 custodial fee

(No food or beverages are allowed in the studios except for water.)

*When renting the facility, charges will be incurred from the time the custodian opens the facility until it is vacated. The renter is in charge of clearing the facility in order for the custodian to secure the building. If early access to the building is needed for decorating purposes, it must occur during regular business hours or additional charges will be incurred.

*Rental of the Music or Dance studios includes only basic set up and clean up. Use of Fine Arts Center staff is NOT part of the rental agreement other than for basic set up and clean up.

*The Music Studio is appropriate for small music recitals or meetings of less than 40 people.

*The Dance Studio is appropriate for dance rehearsals only.

*A non-refundable \$50.00 security deposit must be paid upon signing of this lease. The security deposit will hold your date and will be deducted from your balance.

*Entire payment must be made 10 days prior to the rental date. If it becomes necessary to cancel the lease, then both parties must agree to the cancellation. Lack of payment is grounds for cancellation.

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Rental Information Packet

Audio/Light/Technical Agreement

Event Date & Time: _____ Expected Attendance: _____

Event Purpose: _____

Name and Phone Number of Contact Person: _____

Load In Time: _____ Load Out Time: _____

Equipment Rental Fee @ \$25 per hour = _____ Total Hours: _____

Technician's Fee @ \$25 per hour = _____ Total Hours: _____

Total Amount Owed _____

(Must be paid 10 days in advance unless notified otherwise.)

Please specify technical and equipment needs (microphones, music stands, podium, etc.)

Information for Persons Using the Wood Auditorium

- Rental hours begin when building is occupied and end when building is vacated.
- Only a Fine Arts Center authorized technician is allowed to utilize sound and lighting equipment. Please be courteous to our technician.
- No tape (except gaffers tape), pins, tacks, or any other items should be used on walls, poles, curtains, or floor without permission. Renter is responsible for providing gaffers tape. All gaffers tape placed on stage during rental must be removed.
- Please do not drag equipment, risers, or other heavy objects over stage floor.
- No food or drinks are allowed inside of the auditorium.
- No smoking is allowed anywhere inside the building.
- No open flames (candles, etc.) are allowed.
- The Fine Arts Center technician is the ultimate authority on the use of the auditorium and his/her decisions are final.
- A Fine Arts Center staff member will open the building as well as secure all doors at the end of the rental period. The staff member will also do a visual inspection of the property.
- A staff member will be on call throughout the rental period to assist should any facility problems arise.

