

Venue at WMAC

578 West Main Street, Spartanburg, SC 29301

Phone: (864) 804-6501

venue@westmainartits.org

Rental Rates:

Set-up and breakdown times *do apply toward rental fees*. For an early opening to set up and break down a charge of \$60 per hour will be applied. Limit 2 hours. Hours must be consecutive, with an event representative on site for the duration of your rental.

501c3 Non Profit groups qualify for a 30% discount on total event fees. Verification required prior to application of discount.

Deposit of 50% of the total amount of the rental fee plus the security deposit is required up front in order to place the booking; remaining balance is due 15 days prior to the event. Cancellation less than 2 weeks prior to event will result in loss of deposit.

Weekday- excluding holidays

From 7am-5pm\$100/hour with 3 hour minimum
Full Day - between 7am and 5pm\$500
From 5pm -12am\$100/hour with a 3 hour minimum
10 Consecutive hours between 7am and 12am.....\$800 + \$75 each additional hour

Weekend- after 5pm on Fridays through Sundays, and all holidays

Hourly Rate\$125/hour with a 3hr minimum 10
Consecutive hours between 7am and 12am.....\$1,000 +\$75 each extra hour

Security Deposit\$250

Check ONLY. 100% *refundable with proper care of The Venue*. See. Rental Guidelines for more information.

Cleaning Fee\$50

Staffing Fee\$20/per hour

Venue Manager will be the primary contact for the event. A Co-op member must be present throughout the event.

Security Fee (see guidelines).....\$30 per hour 3 hour minimum

Optional Fees

Video Equipment (projector and screen) Fee\$50

Sound Equipment/PA (performances, live music) Fee\$50

Thank you for bringing your event to The Venue at WMAC

Rental guidelines for the Venue at WMAC

The Venue at WMAC, located at 578 West Main Street, Spartanburg, is the home of the West Main Artists Co-operative. The venue is available for private rental during times when other programming is not scheduled. We are happy to be able to make the space available for the community—please note that with a limited staff, we can only provide the room, however, so personnel and support for your event are your responsibility. Please read all of these Rental Guidelines listed below before signing your Contract

1. Term & Times

Our minimum rental term is three hours with all hours consecutive and an event representative on site for the duration of your rental. You will be charged for your set-up and breakdown times, though being prepared to set up and clean up quickly can greatly minimize your cost. You may be able to setup during our normal operating hours at no charge, if there is no conflict with other programming as determined on a case-by-case basis and at Co-op discretion. Please be ready to finish up by your contracted time, as our Staff will only be available until that point. Events must end in time to clean up and vacate no later than Midnight.

2. Security Deposit & Cleaning Fee

Because you are responsible for your guests and their actions, and because occasionally damages or disorder sometimes result from a rental, we require a \$250 Security deposit to be paid by separate check when you sign your contract. If repair or cleaning services are required and exceed \$250, you will be given notice of that amount and given the option to pay for those with cash or credit card. However, if the venue is determined to be free of harm or excessive dirt and waste, this fee is 100% refundable and is typically available on the first business day after your event. In order to be able to offer the space at a more affordable rate, we do not keep maintenance staff on hand, so we ask that you leave the space as clean as you found it. Brooms, garbage cans and bags, and other cleaning items are available for your use. Any garbage created at your event should be taken to the outside bins before you leave your event.

3. Optional Fees

If you wish to use our sound equipment (PA, microphone, stands, etc.) for your event, additional fees will apply (for further information, see "Rental Rates"). Video and computer projection, with a trial run prior to your event suggested, are both available.

4. Payment & Cancellation Policy

At the signing of your contract, your Security & Cleaning Fee and at least 50% of your total are due. These are fully refundable up to 15 days prior to your event, at which time the balance of your total is then due, and is then nonrefundable.

5. Staffing

A paid Co-op member must be on the premises during your event. They will most likely not stay in the venue, but we do reserve the right to check in on the space at any time. He or she may also be unfamiliar with technical issues, so be sure to ask any questions up front and to come in for a trial run during our open hours prior to your event if you are expecting to use audio or video.

6. Art

It is very important that all guests remember that the Venue is a gallery first. If there is work on display when you rent the space, you work around the exhibit. The artwork is not to be touched or moved, unless specific arrangements with the Co-op are made prior to the event. Because you take responsibility for the artwork when you sign the contract, please do not allow your guests to touch or handle the work in any way.

7. Designated Areas

Your guests are expected to be inside the venue or just outside for the duration of your event. The renter has use of the public restrooms, Venue and Kitchen, if Kitchen use is specific to the contract. Other sites within the Co-op shall be specific to each contract. Your guests are encouraged to visit the various galleries and the gallery shop during your event. Co-op office space and member studios are off limits.

8. Smoke & Flames

The Venue is a smoke-free facility, and smoking is only allowed outside, with proper use of ash-pots. No candles or any other open flames are allowed, with the exception of sterno expressly for keeping food warm. Also prohibited are smoke/fog machines, as they may set off the fire alarm.

9. Food & Drink

There is a kitchen on the premises on the bottom floor that you or your caterer / bartender are free to use. There is no stove. You must provide your own drinks, coolers and ice, and all garbage bags must be put in the Co-op's outside trash container. You are responsible for your guests at all times, and if you choose to serve alcohol, you must comply with **all** pertinent SC statutes. You must verify that your guests are at least 21 years of age in order for them to consume alcohol. At no time will WMAC allow alcohol to be served without food. All areas serving alcohol will be closed one-half hour prior to scheduled end of the event. The renter is responsible for discontinuing serving alcohol to intoxicated guests. If we have reason to suspect under-age drinking, you will be asked to leave immediately with no refunds. Guests are expected to stay in the Venue or on the main floor of the Co-op.

10. Chairs and Tables

Use of our chairs and tables is included when you rent The Venue. We have ten round tables, 80 chairs and several four-foot folding tables. Additional tables and chairs can be rented at Event Rentals just down the street.

11. Security Fee for Event

Events serving alcohol or over 200 people require Security to be present during the duration of the event. The security will be arranged by the Co-op through the City of Spartanburg "off duty" roster. The charge will be added to total amount charged for the event.

*If charging admission and serving alcohol, a Temporary Alcohol License must be obtained from the state. This license must be presented to the Venue Representative at least a week prior to the event. If a license is not obtained, the event will not happen.

Thank you for bringing your event to The Venue at WMAC

The Venue at West Main Artists Co-op

Event

Date of Event _____ Start Time _____ End Time _____

Time In for set-up _____ Time Out after clean-up _____ Ttl Chargeable Hrs _____

Optional Charges (projector, microphone, etc.)

Special Instructions (tables, chairs, etc.)

Rental Fees _____ **Optional Fees** _____ **TOTAL CHARGES** _____

Security Deposit(\$250) _____ Paid On _____ Check# _____

Security / Cleaning Fee _____ Paid On _____ Cash/Credit Card/Check # _____

Rental Deposit Amt. _____ Paid On _____ Cash/ Credit Card/ Check # _____

Balance Due On _____ Paid On _____ Cash/ Credit Card/ Check # _____

Renter Contact Information

Primary Contact _____ Phone _____

Secondary Contact _____ Phone _____

Mailing Address _____

Email _____

Day of Event Contact Information

Primary Contact _____ Phone _____

Secondary Contact _____ Phone _____

Mailing Address _____

Email _____

This is a binding contract for the rental of The Venue at WMAC, 578 West Main Street, Spartanburg, SC 29303, governed by the laws of South Carolina. I have read the Rates & Guidelines documents and agree to them. I understand / am responsible for all damages to the property, floors, furniture, art and all other items in the space.

Renter Signature _____ **Date** _____

Renter Printed Name _____

Venue Representative _____ **Date** _____

