

RENTAL POLICY



GAFFNEY VISITORS CENTER

City of Gaffney Visitors Center

Rental Policy and Rates

Thank you for your interest in renting the Gaffney Visitors Center and Art Gallery (GVCAG), 210 West Frederick Street, Gaffney, SC 29341. City staff will be happy to assist you (the Lessee). Please read the following policies regarding use of this facility and observe the rules carefully.

- 1. Reservations:** Reservations for use of the GVCAG shall be made on a first-come, first-serve basis. Reservations may be made up to twelve months in advance. Requests for reservations of the GVCAG must be made through the Director of the GVCAG. Reservation information and availability is available by telephone at 864.487.6244. **Reservations are not valid until a completed reservation form is submitted and deposit is received by the City.** The total rental fee must be paid at least thirty (30) days prior to the date of use.
- 2. Damage Deposit Fee:** The initial rental deposit also acts as a damage deposit and is refundable within two weeks after the activity only if the facility is left in acceptable condition with no damage to the facility, its equipment, fixtures, or displays during the rental period and may be charged an additional fee for repairs, replacement, damages and cleaning.
- 3. Hours Available:** Normal use of the GVCAG shall be between the hours of 8:30 a.m. and 5:00 p.m. Monday, Tuesday, Thursday, and Friday, and 9:00 a.m. and 1:00 p.m. on Saturdays. Afterhours events are permissible with pre-approval of City Administrator. Requests for after hours events must be submitted to the GVCAG Director, who will submit recommendation to City Administrator.
- 4. Capacity:** The occupancy load is determined by specific use as set by the Gaffney Fire Marshal. Maximum capacity will be determined by City during application review process.

5. **Security:** The GVCAG facility and grounds are under surveillance by security cameras. At the City of Gaffney's option, and at the Lessee's expense, the Lessee may be required to provide one or more Gaffney Police Officers as may be determined by the occasion or the attendants. The City shall make this determination after reviewing the application for reservation.
6. **Parking:** 35 parking spaces (2 Handicapped) are available in the Visitor's Center parking lot located behind the GVCAG. Additional parking is available across Granard Street from the GVCAG provided there are no other events scheduled in that area. Please speak with the GVCAG Director concerning use of City parking lot(s). Other adjacent parking areas are privately owned and permission for use must be received by the Lessee from the property owner.
7. **Catering Provisions:** The City of Gaffney nor the GVCAG provide catering services. Lessee may bring in food, have food prepared off-site and delivered, or have the event catered. Food and trash remaining after the event must be properly disposed of by the Lessee.
8. **Loading, Delivery and Storage:**
 - a. City staff is not authorized to sign for Lessee's deliveries due to space and security concerns. Please note: The City is not responsible for any items brought into the GVCAG.
 - b. Items cannot be stored at the GVCAG for event.
 - c. For deliveries of furniture or equipment, please discuss details with the GVCAG Director at least two weeks prior to event.
9. **Rental Fees:** The basic rental time for use of the GVCAG is four (4) hours, which includes the time used for preparation, decorating, and clean up after the event. Be sure to consider this when requesting event rental time. Please see attached Rental Fees Schedule.

10. **Cancellation:** Written cancellation notice must be delivered to the GVCAG Director. Events cancelled more than 60 days in advance will forfeit 20% of full deposit. Events cancelled between 31-60 days prior to an event will forfeit 50% of full deposit. Events cancelled thirty days or less prior to an event will forfeit 100% of full deposit.

Failure to pay balance due at least thirty days prior to event will result in cancellation of event.

11. **Liability:** The Lessee is responsible for any damage or breakage of any portion of the GVCAG, and agrees to repair/replace in full any damage done to the facility while under rental contract, reasonable wear excepted.

The Lessee also agrees to hold harmless the City of Gaffney in any way for accident or injury which may occur to a person(s) on the premises during the rental period. Lessee shall name the City of Gaffney as an additional insured and provide a Certificate of Insurance to the GVCAG at least five days prior to the scheduled event.

Lessee assumes and shall pay all costs and charges incurred with regard to the event. The City of Gaffney shall have no obligation to pay any debt incurred by Lessee in relation to Lessee's use or event. Lessee shall also pay all fees, assessments, and charges of every kind and nature that shall or may be charged against the City of Gaffney or its property by reason of the actions of Lessee or of Lessee's event.

12. **Decorations:** Absolutely no materials are to be used on, or attached to, the walls, ceilings, lights, doors, or support posts of the GVCAG. Free standing decorations are welcome provided they are removed at the end of your event.

The use of burning candles or any other type of open flames is not allowed. Sterno cans for chafing dishes are allowed.

No posts, signs, tents, or other objects are to be placed on property without prior consent of the GVCAG Director. Any damage to the grounds, including the parking lot and the underground

irrigation system, will be replaced or repaired by the City, or its designee, at the sole expense of the Lessee.

13. **Sublease Prohibited:** The Lessee shall not assign or let the space covered by this agreement without the written consent of the City.

14. **Lessee's Responsibility:** The Lessee or his designee must be present during preparation (facility decorating and set-up) and clean-up times. The GVCAG will address any problems or concerns to the Lessee or his designee. Facility clean-up and removal of Lessee's personal properties are the responsibility of the Lessee. It is the Lessee's responsibility to make sure the rental facility is left clean and orderly when you are finished with your event. All rooms must be cleaned and left in the same condition as when you arrived. This includes the kitchen, restrooms, hallway, loading/unloading areas, parking areas, and surrounding grounds.

- Empty and clean all garbage cans.
- Tables and chairs must be cleaned and correctly aligned in their respective areas.
- All items brought into the facility must be removed.

All personal properties must be removed from the facility at the end of the event because the facility may be rented for the next day. The City is responsible for the storage of all City furnishings and equipment and the routine maintenance of the floor.

Pets are not allowed under any circumstance.

The ramps or doorways cannot be blocked or obstructed at any time because of emergency evacuation procedures.

15. **Special Events:** As determined by the City, requests to hold certain special events in the GVCAG may require approval from the City Fire Marshall. ALL events are subject to the inspection of the Fire Marshall.

16. **ADA Compliance:** The Lessee warrants that it is in compliance with the Americans with Disabilities Act (P.L. 101-336), and that it will, in carrying out the requirements of this lease, comply in all respects with provisions of the Act and its implementing regulations.
17. **Alcoholic Beverage:** Alcoholic beverages may be served inside the GVCAG. Lessee must obtain proper permits. Under no circumstance may a bar be set up on the grounds, nor may drinks be taken outside the building for consumption. It is recommended that the bar be set up in the studio area.
18. **Access to Building:** City staff will control access to the building before and after all events, and will remain on the premises until the building is vacated.
19. **Sound Equipment:** No personal sound equipment or other sound devices will be allowed to plug into the City's sound system.

Gaffney Visitors Center

Rental Fees Schedule

Events held during normal operating hours (Mon – Friday 8:30-5; Saturday 9-1 (closed on Wednesdays)):		
	Initial Fee (up to 4-hour rental):	Rate per hour over first 4-hours:
Visitors Center (front area)	\$250	\$35
Studio (back area)	\$250	\$35
Art Gallery/Studio	\$300	\$40
Visitors Center/Studio/Art Gallery	\$500	\$50
Conference Room	\$50*	\$25
Kitchen	\$25	\$15
Above rates apply for afterhours events, plus a \$50 per hour staffing/usage fee		
* Fee for Conference Room is waived for local non-profits using the conference room during regular business hours. Proof of non-profit status is required.		

Please note that cleaning is to be included in your event rental time and needs to be completed by the end of your reserved rental time.

Description	# Available	Unit Price
Table – 60” Round	12	\$10.00
Table 4’ Meeting	10	\$7.00
Table 30” Cocktail	10	\$12.00
Chair-Padded Folding (black)	40	\$1.00
Chair – white folding	80	\$1.00

A deposit in the amount of one-half total rental is due at the time reservation is made.

Gaffney Visitors Center

Maximum Capacity Chart

MAXIMUM CAPACITY			
	Standing Only:	Tables & Chairs:	Chairs Only:
Visitors Center (front area)	173	58	123
Conference Room	64	21	46
Art Gallery	180	60	129
Studio (back area)	140	47	100
Art Gallery/Studio	320	107	229
Visitors Center/Studio/Art Gallery	557	186	398
Kitchen	Not to be used as an assembly area		

