The Arts Council of York County (ACYC) leases the Center for the Arts and the Getty Art Center (old Federal Building) for events. These facilities are designed to serve the cultural needs within York County, South Carolina.

A) Center for the Arts - 121 E. Main Street
The Center for the Arts (CFA) is the perfect setting for formal events such as weddings and receptions, casual birthday parties, and business meetings. The fine art exhibits serve as the backdrop for these events lending an elegant feel to the room. The rental of the building includes the Dalton and Perimeter Galleries on the Main Level, and the Edmund D. Lewandowski Classroom Gallery on the lower level. The main level is carpeted throughout, while the lower level is painted concrete. Entrance to the Center for the Arts is through the front door on East Main Street and through the side entrance in Cotton Alley. Occupancy: 250 (100 seated) in Dalton Gallery

B) Gettys Art Center - 201 E. Main Street (corner of Main Street & Caldwell Street)
The Gettys Art Center (Gettys) is the ideal location for small weddings and receptions, birthday parties, performances, luncheons and business meetings. The marble lobby of the 1931 post office Gettys Art Center serves as a grand entry way to the Courtroom on the second floor. The Courtroom has been restored to its original grandeur - complete with judge’s bench, dark wood paneling, and a high tin ceiling. This space is fully carpeted and features large windows with room-darkening shades. Rental of this space includes access to a catering kitchen with sink in what was once the judge’s chamber. Occupancy: 118 (fire code).

**AVAILABLE EQUIPMENT**

**CENTER FOR THE ARTS**
(125) black plastic folding chairs
(19) 60” round tables
(13) 6’ rectangular tables
Projector Screen
Digital Screen / Computer
Sound System

**GETTYS ART CENTER**
(118) gray padded chairs
(16) 60” round tables
(9) 6’ rectangular tables
Kohler & Campbell Living Room Grand Piano

• For equipment rental rates, see page 5.

• Tables and chairs are included in 6-Hour rental blocks.

• The Arts Council does not provide linens, serving equipment or other items not listed above.

• The Renter is responsible for set-up including all tables and chairs. The Building Staff will break-down tables and chairs owned by the ACYC. Staff will not break-down tables and chairs that have been brought in from an outside source.
BUILDING STAFF

For all events and wedding receptions, the Renter is required to pay fees for a building staff person who will be hired by the Arts Council. It is the responsibility of the Building Staff to monitor guests and protect the Arts Council from any damage or theft during the event. Building Staff will be provided for all hours of the rental, including set up and break down. The Renter will be charged $200 per half hour (rounded up) when occupancy exceeds the contracted time period. Any fee that exceeds the amount of the security deposit will be billed after the event.

6-HOUR RENTAL: The Building Staff fee is included in the contracted 6-hour rental fee.
An additional $25 per hour will be charged after 10 PM.

HOURLY RENTAL: Building Staff fee is $25 per hour until 10 PM and $50 per hour after 10 PM.

CATERERS

1. It is the Renter's responsibility to hire caterers and bartenders.
2. A catering firm supervisor must be present throughout the function, including: setup, break down, clean up and trash removal.
3. Caterers/Renters must exercise caution when bringing in supplies to the facility. (No objects are to be placed against the walls or art work.)
4. Caterers/Renters must remove trash at the end of the evening. Black plastic garbage bags are stored in the kitchen cabinets. Please do not drag leaking bags across carpet.
5. No furnishings or objects belonging to or on display at the Arts Center may be moved or used without the specific written approval of Arts Council staff.
6. The Renter and the Caterer assume all liability regarding alcoholic beverages served and consumed during their event. If cash bar, Renter is required to obtain an alcohol permit from the Department of Revenue.
7. The Renter and Caterer assume all liability for food related illness, reactions, injury, etc.

BREAK DOWN

1. All areas used by the Caterer or Renter, including kitchen and the appliances within, must be cleaned at the conclusion of the contracted time.
2. All floors used during the function, including kitchen, must be free of debris.
3. All trash must be removed from kitchen and event areas and placed in outside dumpster.

SECURITY DEPOSIT

A Security Deposit of $300 secures the event date. The Security Deposit is 100% refundable if the facility is left in the same condition in which it was conveyed and an event survey is returned within 90 days of the event. Deposit refunds will not be issued if either of these terms is violated.

The Renter is responsible for the replacement or repair of broken and/or damaged property caused by the Renter, Caterer, or Guests with the exception of normal wear and tear. Damage or destruction of artwork requires the purchase of said piece.

The Arts Council will charge the Renter reimbursement costs for damaged furniture, equipment, artwork, and/or the Arts Council Facility and its contents. The decisions on repair and/or damages will be determined by the Arts Council Executive Director. The Renter is obligated to report any damage to the building staff. Any damages which exceed the security deposit will be invoiced and are payable immediately upon receipt.
RENTAL TIME
Events must end by 11 PM and all clean-up must be finished by 12 midnight.

EXHIBITIONS
The Center for the Arts and the Gettys Art Center will contain art on display. These works are to be considered a fixed part of the rented space and are not to be moved, altered, or rearranged in any manner.

Tables, chairs, and decorations must be a minimum of 6 inches from walls and sculptures.

DECORATIONS
Inside decorations are limited to free standing or tabletop items only. At no time and under no circumstances will decorations (streamers, balloons, bunting, etc.) be attached in any fashion to the galleries, reception halls, Courtroom walls and/or ceilings.

Candles are allowed, but flames must be contained within a vase. No taper candles are allowed.

No loose glitter or confetti.

ELEVATOR
The elevator in the Gettys Art Center may not be propped open at any time. The doors must be allowed to close on their own. To reopen, push the “open door” button. Improper use may cause blown fuses and operational shut down of the elevator. Should the elevator break down during an event, it will remain inoperable until the next business day.

Access to the elevators or stairs in any facility may not be blocked.

TENANTS
Resident tenants in the building have 24-hour access.

SUBSTANCES
Smoking of any kind is strictly prohibited within all spaces. Please refrain from chewing gum in the building.

OUTDOORS
All event set-up should remain inside the Center for the Arts or Gettys Art Center; the sidewalks and alleys are public spaces.

Rice, confetti, glitter, sprinkles, and other small materials are not allowed to be thrown outside either building. Sparklers and bubbles are only allowed outside.

PARKING
Parking is available on East Main Street, Caldwell Street and in the City parking lot adjacent to White Street. The lot located behind the Gettys Art Center is restricted to tenants and their guests 8 AM - 6 PM. It may be used after 6 PM and on the weekends without restrictions.

EQUIPMENT
No items or equipment belonging to the Arts Council may be removed from their location or facility. Pianos and digital signage may only be moved by Arts Council Staff.
**LIABILITY**

The Renter agrees to assume responsibility for illness or injury resulting from the event (including food poisoning and alcohol consumption) and for loss of property of any attendee including but not limited to guests, caterers, photographers. The Renter is also responsible for damage or theft to the facility, collections, equipment, and/or materials during rental hours. The Renter assumes liability for the Caterer and any damage caused by the Caterer.

Individuals under the age of 25 may not rent either facility without the co-signature of an adult who is 25 years of age or older. This adult must be present throughout the duration of the event.

**CANCELLATIONS**

The security deposit required to hold the date is not refundable except in extreme circumstances. This security deposit may be used to hold a different date, if available.

**FINAL PAYMENT**

The remaining balance of rental fee is required 10 days in advance of the event. Failure to pay this fee by the due date will result in cancellation of the event.

**RENTAL FEES**

Rental Fees must be paid in advance. Since each event is different, you must call the Arts Council to discuss the details and pricing of your event. A fee will be quoted based on the requirements of your event.

*Center for the Arts* includes the Dalton Gallery, Perimeter Gallery, Edmund D. Lewandowski Classroom, small prep space, restrooms, tables, chairs, cleaning, and building staff.

Six hour time block: $1,250
Hourly Rate*: $200

*Gettys Art Center* includes the Courtroom and Lobby, catering kitchen, restrooms on 2nd floor, tables, chairs, cleaning, and building staff.

Six hour time block: $1,250
Hourly Rate*: $200

*Hourly Rate does not include cleaning, tables, or chairs. See page 5 for details.*

*The Renter will be charged $200 per half hour (rounded up) when occupancy exceeds the contracted time period.* This includes the break down of the event. Any fee that exceeds the amount of the security deposit will be billed after the event.

The security deposit ($300) is not included in the rental rate.

**RESERVATIONS**

A Rental Contract must be completed and accepted prior to reserving the facility. Any misrepresentation of the use of the facility may result in loss of security deposit or cancellation of the event. To secure a rental date, a security deposit of $300 and a completed contract must be submitted to the Arts Council Staff. The rental fee must be paid in full 10 days prior to the event. Failure to pay the fees as charged will result in the cancellation of the event.

All changes to rental contract (time, equipment, etc.) must be made by 5PM on the Wednesday prior to event.
**RENTAL CONTRACT**

Event Date: __________________________ Location: Center for the Arts / Gettys Art Center

Rental Time*: __________________________ Event Time: __________________________

*Including set up and break down, must end by 12 Midnight.

Type of Event: __________________________ Expected Attendance: __________________________

Will alcohol be sold? Yes / No (If yes, a copy of the Alcohol License is required ___)

How did you hear about us? __________________________ Admission (if being charged): __________________________

Organization Name, if applicable: __________________________

Primary Contact: __________________________ Phone: __________________________

Email: __________________________ Role in Event: __________________________

Address: __________________________ Drivers License #: __________________________

Secondary Contact: __________________________ Phone: __________________________

Email: __________________________ Role in Event: __________________________

Address: __________________________

---

ALL CHANGES TO RENTAL CONTRACT (TIME, EQUIPMENT, ETC) MUST BE MADE BY 5PM ON THE WEDNESDAY PRIOR TO EVENT.

<table>
<thead>
<tr>
<th>RENTAL</th>
<th>RATE</th>
<th>QUANTITY</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 Hour Rental</td>
<td>$1,250</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-Additional Hourly Rate after 10 PM</td>
<td>+$50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-Building Staff After 10 PM</td>
<td>+$25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hourly Rental Rate</td>
<td>$200</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-Additional Hourly Rate after 10 PM</td>
<td>+$50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-Tables</td>
<td>$5/each</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-Chairs</td>
<td>$.50/each</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-Cleaning Fee</td>
<td>$100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-Building Staff before 10 PM</td>
<td>$25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-Building Staff after 10 PM</td>
<td>$50</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Additional Equipment**

- Sound System (CFA only) $100
- Projector Screen (CFA only) $25
- Digital Screen (CFA only) $75

**SUBTOTAL** $300

Security Deposit $300

**TOTAL** $300

**AMOUNT PAID** $300

**BALANCE** $300

---

*The Renter will be charged $200 per half hour (rounded up) when occupancy exceeds the contracted time period. This includes the break down of the event. Any fee that exceeds the amount of the security deposit will be billed after the event.

**REMAINING BALANCE IS DUE 10 DAYS PRIOR TO EVENT. FAILURE TO PAY WILL RESULT IN CANCELLATION OF THE EVENT AND LOSS OF SECURITY DEPOSIT.**

INITIAL: [ ]
RENTAL CONTRACT

By signing this contract, the Renter acknowledges agreement to abide by the Rules and Regulations on the Rental Agreement for the use of the designated space, certifies that the information above is complete and correct, and that he/she is authorized by the organization (if applicable) to sign on its behalf.

__________________________  ____________________________
Responsible Renter (Signature)  Arts Council of York County (Signature)

Date: ___________________________  Date: ___________________________

Renter must initial both pages in the contract, return the original signed copy to the Arts Council of York County, and keep a duplicate copy for their files.

INITIAL: ______________________

Arts Council of York County
Center for the Arts | 121 E. Main Street, Rock Hill, SC 29730
Mailing | PO Box 2797 Rock Hill, SC 29720

Kim Brock | Facility Manager
kbrock@yorkcountyarts.org | (803)323-1970

PHONE (803) 328-2787 | YORKCOUNTYARTS.ORG

FOR OFFICE USE:

Deposit ☐  Copy of Driver’s License ☐  Paid in Full ☐  Staff Member: ___________________________

<table>
<thead>
<tr>
<th>DATE</th>
<th>PAYMENT</th>
<th>METHOD</th>
<th>TOTAL REMAINING</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Notes:

__________________________