

The Augusta Arts Council Building Usage Fee

Venue 527 ~ 527 State Street ~ Augusta, KS 67010 ~ (316) 775-2900

Rules and Regulations concerning the usage of Venue 527

The Augusta Arts Council (AAC) encourages the public to use Venue 527 as a site for meetings, performances, recitals, workshops, and other activities compatible with the facility. These regulations have been adopted, so that all parties will be aware of the fees and all other matters involved in the usage of the Theatre.

All contact regarding the usage of Venue 527 must be through the Augusta Arts Council administrative staff. All requests for usage of the venue must be made in writing no less than two (2) weeks prior to the event to allow for a review and a decision to be made of the request by the Augusta Arts Council Board.

Rental Fees

The fee of \$150.00 for up to four (4) hours use per day, with a charge of \$25.00/hour for each hour over. Please note that set up, tear down and cleaning are included in the initial 4 hours. A deposit fee of \$100.00 must be paid at time of reservation. This fee will serve as the cleaning/damage deposit and is refundable after the event providing proper cleanup has been done and no damages. **The rental fee plus deposit must be paid at the time of application in the form of 2 separate payments, one for deposit fee and one for rental fee.**

Damages

Any damage to the facility or equipment during an event will be assessed against the renting party. This also applies to the adequate clean-up of the facility. **No one shall attempt to nail, bolt, tape, or attach anything to the walls, floors, or ceilings or other parts of the venue without advance, written permission from the AAC.**

Refreshments

Alcoholic beverages are allowed to be consumed with signed waiver.

Publicity

Event publicity is the responsibility of the renting party. If approved, in writing by the AAC Board, there is the potential to advertise on the Theatre's Facebook page, marquee, and highway sign. There is also the potential to hang flyers, space to be decided by the AAC Board. Publicity approval through AAC and Theatre venues MUST be approved by the AAC Board.

Building Codes

The renting party must abide by the federal, state, county, and city building codes which apply to Venue 527. This includes keeping exits clear, access to wheelchair seating clear, and **NO SMOKING** (this includes electronic smoking devices). Additional fees may be levied against the renting party for non-adherence.

Variations from Stated Regulations

Should any renting party wish to vary from these regulations, a request must be submitted in writing, prior to signing of rental agreement. This request will be subject to approval of the AAC Board. Additional fees may apply.

Venue 527 Usage Agreement

Name of responsible individual(s): _____

Street Address: _____ City: _____ State: _____ Zip: _____

Phone number: _____ Message Number: _____

Description of activities to be held in Venue 527:

Estimated Attendance: _____ Date of usage for your event: _____

Starting and ending time of event (time provided to guests) _____ am/pm to _____ am/pm

Time needed for Venue 527 to be open on day of event for set up: _____

Estimate time Venue 527 will need to be open after the event: _____

Equipment Needs for Arts Council to Supply (please check all that apply): ☐ Tables #____ 5' Round (10 avail) and/or
#____ 6' Rectangle (10 avail) ☐ Chairs #____ (80 avail) ☐ Cocktail Tables #____ (4 avail)

Additional information/equipment: _____

Usage	Fees	Total
Venue 527 Usage Fee	\$150.00 (up to 4 hours)	
Additional time	\$25.00 per extra hour	
Deposit	\$100.00	
Venue 527 Staff Clean Up	\$100.00	
Additional Fees		

Total amount due to Augusta Arts Council, Inc.: \$ _____

Deposit Paid (Date):	Check/Cash/Zeffy:
Balance Due: \$	

The above fees plus deposit are due to **Augusta Arts Council, Inc.** at time of application for event. This deposit fee will be non-refundable if notice of event cancellation is provided fewer than 5 days in advance of the event date.

Rental Fee and Deposit may be mailed to Augusta Arts Council, PO Box 561, Augusta, KS 67010, dropped off during regular programming hours, left in box office through the mail slot or paid on Zeffy.com.

I/We understand and agree to the rules and rates governing the rental of Venue 527. I/We will be held responsible for any damage caused during the usage of Venue 527 for the aforementioned event.

Printed Name(s): _____

Signature(s): _____

Date: _____

Signature of authorizing party of the Augusta Historic Theatre & Arts Council:

_____ Date: _____

Venue 527 Cleaning Check List

- ☐ Clean kitchen counter and sink
- ☐ Wipe out microwave, if used
- ☐ Sweep Floors (Brooms/Dustpans provided)
- ☐ Mop floors, if drinks or sticky treats provided at event (mop and mop bucket provided)
- ☐ Replace any items that may have been removed/moved for event
- ☐ Sweep sidewalk if rice, popcorn, etc. are used/thrown outside during/after event
- ☐ Remove any items placed on sidewalk for event (signage, balloons, etc.)
- ☐ Remove any items brought into Venue 527 for event
- ☐ Ensure toilet flushed and trash pulled
- ☐ Pick up all trash, inside and outside of Venue 527
- ☐ Pull trash and place in outside dumpster located behind the building

Venue 527 Staff will sign off before party leaves, confirming the check list items have been completed.

Venue 527 Staff signature: _____ **Date:** _____