

Building Information

The two main gathering spaces available for rental are the first floor Parlor/Library and the second floor Grand Ballroom. A chairlift is available for those who are mobility impaired. Maximum occupancy rates are as follows:

PARLOR/LIBRARY (336 SQ. FT.):

- Stand up reception with chairs – 40
- Receptions with tables and chairs – 24

GRAND BALLROOM (1,000 SQ. FT.):

- Stand up reception with chairs – 120
- Receptions with tables and chairs – 72

SECOND FLOOR KITCHEN:

A newly remodelled, fully-equipped kitchen (refrigerator, range top, two ovens, dishwasher, microwave and coffee maker) on the second floor adjacent to the ballroom may be also rented by the half-day or full day for use during your event.

PARKING

The parking lot at the Elizabeth St. entrance has ten parking spaces including one handicap space. There is additional parking available along Winter St. and Elizabeth St.

RESTROOMS

Men's and women's restrooms are located on the first floor. Both are handicap accessible.

AVAILABLE AT NO EXTRA CHARGE ARE:

- 12 Six-foot rectangular tables
- 12 round tables (48" diameter top fitted over card tables)
- 109 cushioned folding chairs
- Dining room table with 6 chairs

AVAILABLE AT NOMINAL CHARGE:

- Piano – there are three pianos available; one in the Parlor and two in the Music Room. Our staff will move a Music Room piano into the Ballroom for your event, if desired.



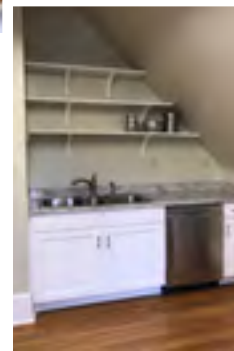
Parlor/Library



Grand Ballroom



Kitchen



Rental spaces are available separately or all are included in Entire Building Rentals



The Arts Castle **WELCOMES YOU!**

Thank you for considering The Arts Castle as a possible setting for your upcoming event. This historical and unique venue is one you and your guests will thoroughly enjoy.

The primary function of the The Arts Castle (Delaware County Cultural Arts Center) is to serve the community as an arts center and teaching facility. Consequently, we ask that all rental functions be compatible with our mission. DCCAC is a private, non-profit organization, and has no affiliation with Delaware City or County.

In this brochure you will find a complete description of the facility and equipment available to you to rent and a rental agreement form you can fill out at your convenience.

If you have any questions, please call us at (740)369-2787 or email rentals@artscastle.org



190 W. Winter St. Delaware, OH 43015
www.artscastle.org | (740)369-2787



RENTING *The Arts Castle*

RENTAL INFORMATION POLICIES & AGREEMENT





General Rental Policy Information

All renters (organizations, groups or individuals) must abide by the following rules and policies or risk the loss of deposit or cancellation of their event with loss of rental fee:

- All renters should confine their event to areas within the building, unless prior arrangements are made. Rental events must never interrupt or disturb the regular functions and activities of The Arts Castle.
- The renter assumes responsibility for the welfare of the facility during the rental period, and is liable for any damages to the property or its contents.
- The sale of alcoholic beverages is prohibited, but renters may serve them to their guests.
- Smoking, open flames and candles are not permitted anywhere inside the building.
- Equipment is not to be "borrowed" or taken from the building, nor is it to be moved from room to room without prior arrangements or permission.
- The Arts Castle staff will handle general set-up and take-down of the required equipment, unless other arrangements are made in advance.
- Any artwork on display in The Arts Castle must never be moved, removed or covered up.
- Use of nails, staples, thumbtacks or any other materials that could damage the walls or floors is prohibited. Instead, we encourage freestanding displays.
- While the custodian is responsible for the general cleanup of The Castle after an event, the renters need to put trash in the bins, remove decorations, clean up and dispose of food and leave the building in an orderly way.
- Generally, dishes, equipment, utensils, food and supplies in the kitchen cabinets are the property of The Arts Castle and not to be used without prior permission.
- The Arts Castle cannot take responsibility for accepting or storing food or equipment prior to your rental period. Please arrange for any deliveries to be made during that time.
- The first floor of The Arts Castle is easily accessible to those with disabilities. The second floor is accessible by chair lift.
- While The Arts Castle may be rented during any time of day, the building must be closed and locked at midnight. Please plan on having general evening event cleanup completed by that time.
- The fire escape off the Ballroom is for emergency use only, by order of the fire marshal.

THE DELAWARE COUNTY CULTURAL ARTS CENTER — THE ARTS CASTLE

Facility Rental Agreement

RENTAL AND CANCELLATION POLICIES

- A deposit is required at the time of signing the rental agreement. No rental is guaranteed until the office receives a signed agreement and appropriate deposit.
- If a cancellation is received prior to one month before the scheduled event, 80% of the deposit will be refunded.
- Deposits are refunded one week after the function if general rental rules are followed and no damage is sustained to the building, its contents or equipment. Any damage in excess of the deposit will require the renter to repair the damages to the building, and/or replace contents or equipment.
- One half of the rental fee is due one month before the event, with the balance due two weeks before the rental date.

RENTAL REQUESTS

- Entire Building**
 Full Day (up to 12 hours) **\$750+\$500 Deposit**
 Half Day (up to 4 hours) **\$375+\$500 Deposit**
- Ballroom**
 Full Day (up to 12 hours) **\$500+\$250 Deposit**
 Half Day (up to 4 hours) **\$250+\$250 Deposit**
- Parlor**
 Full Day (up to 12 hours) **\$200+\$75 Deposit**
 Half Day (up to 4 hours) **\$100+\$75 Deposit**
- Kitchen**
 Full Day (up to 12 hours) **\$80**
 Half Day (up to 4 hours) **\$40**
- Piano** **\$25**
- Custodial Services** **\$15/hour**
- Set up & Take Down/Clean Up Fee** **\$30**

TOTAL _____

Refundable Amount _____

The Board of Trustees of The Arts Castle reserves the right to refuse or terminate the use of the facility by anyone.

 *Renter's Name

 Address

 City State Zip Code

 Phone (H) (W)

 Email

 Alternate Contact

 Phone (H) (W)

 Purpose of Rental

 Date of Event Time: From To

 **Caterer Name (if applicable)

 Address

 Phone

*** If the renter is a company, the rental agreement should be signed by the president of the organization or by an authorized party.**

**** Caterer's proof of insurance must accompany this application. We request that the caterer has a General Liability Limit of \$1,000,000 and that the Delaware County Cultural Arts Center is included as an additional insured.**

WAIVER

I have read this agreement and understand that I assume full responsibility for following the Building Policy and Guidelines as well as legal responsibility for any damages during the use of the premises, and hold the Delaware County Cultural Arts Center forever harmless for any liabilities arising from my use of this facility.

 Signature (must be 21 years of age)

 Date