



Rental Agreement for the Art Barn

Public Hours

The Salt Lake City Arts Council, located at the Art Barn, is open to the public Monday through Friday from 9:00 a.m. to 5:00 p.m. and the building is rarely available for daytime weekday events. Set-up for evening events scheduled Monday through Friday may not begin before 5:00 p.m. Rentals may not exceed five hours. Due to the nature of the exhibit space, there may be dates when the space is not available.

Confirmation/Cancellation

To reserve a space at the Art Barn, please contact the rental coordinator. We will send you a letter and rental agreement. If the terms are agreeable, please return the signed rental agreement form with credit card information and a check for the entire amount of the rental (\$650). Reservations will be confirmed – upon the Arts Council’s receipt of the signed rental agreement and the payment – not less than three weeks prior to the rental date. Notification of cancellation must be received not less than three working days prior to the rental date for a refund of rental fees. The credit card will be used to charge security and any damage or clean up costs should the building not be left in the same condition it was found prior to use by the renter.

Catering & Rental Equipment

Events scheduled in conjunction with food service are permitted in the Art Barn. A small kitchen is available for food service and catering with a standard size refrigerator, a small microwave oven, a double sink and counter space. No utensils, cups, plates, napkins, or serving trays are provided. Included in the rental fee is the use of banquet tables and folding chairs. It is the responsibility of the renter to arrange for additional equipment. The Art Barn must be notified of catering and rental equipment delivery not less than one week prior to the rental date. Renter is responsible to see that the facility is cleaned up after the event, including the removal of all trash from the facility created by the event.

Parking

Parking in the lot during weekday working hours is somewhat limited. There is a combination of two-hour and unlimited parking on the perimeter of Reservoir Park. Parking is generally more available in the evening and on weekends.

Use of Alcohol

Groups that wish to serve alcohol must either use an outsider caterer that has a liquor license or use a person who has obtained the necessary certification required to serve alcohol at private events and the accompanying insurance. This documentation must be brought to the event before alcohol can be served. The person serving the alcohol must remain with the alcohol during the entire event.

Security

A security person is required to be present during rental use. In addition to the space rental fee, a security fee of \$20 per hour is charged. Staff will arrange for the security person to be present from the renter/caterer arrival time until the time when the renter/caterer exits the building. The security fee will be charged for the full time the building is in use.

Liability/Security

Individuals and authorized representatives of community groups using the facility must sign the Salt Lake City Rental Agreement prior to Art Barn use. The renter assumes liability for loss, theft, property damage or personal injury. When caterers or rental equipment are due for delivery or return of items, the renter must be present.

Flowers, Decorations, and Equipment

The exhibitions, furniture, equipment, personal property, physical improvements, and landscaping may not be moved, rearranged or otherwise disturbed. Renter may install decorations only in the rented areas. No tape or other fasteners may be placed on furniture or walls. No decorations may be hung from the ceiling or windows. Any banners must be hung under the direction of the Art Barn staff. Candles are only allowed if they fit in a 2” votive holder. No pianos may be brought in without prior approval. WiFi is not available through the Salt Lake City Arts Council.

I have read the rental agreement and agree to comply with its provisions.

Name _____ Date _____