



Facility Rental Policy

Philosophy

AAHC reserves the right to deny renting facilities for purposes counterproductive to our mission and philosophy.

Duration

1. The rented facility may be used from 8:00 AM to 12:00 midnight the day of the event.
2. If set-up is needed the day prior to the event, it must be scheduled with AAHC at half the normal rental fee.

Security

3. Activities that take place during the event may not endanger persons or property.
4. Security is the responsibility of the customer.
5. The customer may be asked to provide liability insurance, with AAHC included as one of the insured.
6. Video surveillance is recorded at all times.

Deposit

7. A refundable security deposit will be submitted by the customer upon signing the rental agreement.
 - a. Private Events

i. Gallery	\$50.00
ii. Upstairs Studio	\$50.00
iii. Shaffer Studio	\$50.00
iv. Arts Park & Pavilion	\$300.00
v. If alcohol is sold	\$1,000.00
vi. An additional charge of \$250 will be charged for groups over 200.	
 - b. Non-Profit Meetings
 - i. Damage deposit is waived at the discretion of the Executive Director.
8. The damage deposit will be returned within 30 days if
 - a. There is no damage done to the facilities and
 - b. The facilities are cleaned properly. See "Clean-up Checklist"
 - c. All tables and chairs are returned to their proper storage place.
9. At the discretion of AAHC a portion or all of the damage deposit will be retained if the above criteria are not met.

Fees

10. Fees may be paid the week before the event.
 - a. Private Events

i. Gallery	\$200.00
ii. Upstairs Studio	\$100.00
iii. Shaffer Studio	\$100.00



- iv. Arts Park & Pavilion
 - 1. Sunday-Thursday \$300
 - 2. Friday \$500
 - 3. Saturday \$600
- v. If alcohol is sold \$1,200
License, insurance and security are required.
- b. Non-Profit Meetings
 - i. Gallery \$50.00
 - ii. Upstairs Studio \$30.00
 - iii. Shaffer Studio \$30.00
 - iv. Arts Park & Pavilion \$300.00

Cancellation

- 11. If the event is canceled 90 days or more before the scheduled event, half of the damage deposit will be returned.
- 12. If the event is canceled less than 90 days before the scheduled event, the damage deposit will be forfeited.

Permitted

- 13. Alcohol is permitted under the following conditions:
 - a. AAHC is informed in advance of the event
 - b. AAHC is provided a copy of the permit to sell alcohol
 - c. State laws governing the dispensing and use of alcoholic beverages are strictly followed.
- 14. Charity gambling is permitted under the following conditions:
 - a. AAHC is informed in advance of the event
 - b. AAHC is provided a copy of the permit for charity gambling
 - c. State laws governing gambling events are strictly followed.
- 15. Real flower petals are permitted. Silk/fake petals are strictly forbidden.

Keys

- 16. Pick up the keys at the front desk of the Art Center the day before the event.
- 17. Lock all the doors in the building upon exiting.
- 18. Return keys to the front desk of the Art Center the day after the event or place them in the Drop Box on the outside of the building.

The Art Association of Henry County, 218 S 15th St, New Castle, IN 47362
765-529-2634 henrycountyarts@gmail.com henrycountyarts.org



Facility Rental Agreement

Name: _____ Today's Date: _____

Date of Event: _____

Address: _____

Phone: _____ email: _____

Renting:

Gallery ____ Upstairs Studio ____ Shaffer Studio ____ Park/Pavilion ____

Security Deposit: _____ *Due on signing* Date of Deposit _____

Make checks payable to AAHC and in memo line please write "deposit" or "rental fee"

This is to acknowledge that I have read, understand and agree with the Facility Rental Policy

Customer signature _____ Date _____

AAHC signature _____ Date _____

The Art Association of Henry County, 218 S 15th St, New Castle, IN 47362
765-529-2634 henrycountyarts@gmail.com henrycountyarts.org



Equipment Rental Agreement

Name: _____ Today's Date _____

Address: _____

Phone: _____ email: _____

Date of Event: _____ Beginning time _____ Ending time _____

Renting:

		Quantity	Total
60" Round Tables	\$8.00 ea	_____	_____
Rectangle Tables 2" x 4'	\$8.00 each	_____	_____
Chairs	\$2.00 each	_____	_____
Chair Covers	\$2.00 each	_____	_____
Arch & Columns	\$25 for arch \$25 for all columns	_____	_____
Outdoor heaters	\$50.00 each	_____	_____

Total equipment rental fee _____

Due at the time keys are picked up

Equipment must be attended at all times and stored properly in the storage area after the event.

Customer signature _____

AAHC signature _____