

MartinArts | Court House Cultural Center Rental Guidelines & Policies

Court House Cultural Center Guidelines and Regulations:

1. **Capacity:** Please see attached diagrams for the layout of the rooms and dimensions. Maximum for the galleries is approximately 100 individuals for receptions, 50 for meetings/workshops, and 35 in the meeting room.
2. **Use:** User agrees to clean-up, remove equipment and food, and promptly leave the facility upon completion of the event according to the time submitted with the room reservation. User agrees to leave premises in good working order.
3. **Set-Up / Tear –Down:** *Users are required to return the rooms to the way they looked when they arrived to begin their set up.*
 - a. Installation of equipment and storage for food should occur no earlier than two hours prior to published event hours and must be removed immediately upon conclusion of event unless arranged prior to rental.
 - b. Users and caterers are required to return the rooms to the way they looked when they arrived to begin their set up. This includes, but is not limited to, returning all chairs and tables to their original location, removal of garbage from the premise and food crumbs to be vacuumed.
 - c. Garbage and recycling must be completely removed from premises at the end of the event. Users may use cans located behind building if room is available.
 - d. Nothing may be dragged across the terrazzo floors as it is extremely damaging to the finish.
 - e. If any damage occurs management must be notified of such damage prior to end of rental. Damage to items will be charged to user and may exceed the security deposit based on severity of damage and estimated cost of repair.
4. **Decorations:**
 - a. Due to the use of the facility, minimal decorations are encouraged. Signage should be displayed with the use of easels. Hanging signage, banners, balloons, etc. is prohibited unless arranged prior to rental.
 - b. No artwork shall be moved or touched by the user.
 - c. Nothing is to be thrown or dispersed inside the Cultural Center, including rice, birdseed, confetti, glitter or other substances. Upon inspection, a portion of the security deposit may be used for cleaning if this is ignored.
 - d. User shall not use any illuminating oils, candles, or oil lamps without obtaining written permission from MartinArts.
 - e. No use of substances of a hazardous nature is to be allowed, including turpentine, benzene, or similar products.
 - f. Decorations may not obstruct sidewalks, hallways, restroom, or staircase.
5. **Use of Equipment:**
 - a. Use of office equipment or technology is not allowed unless arranged prior to rental.
 - b. Tables and chairs are available for use in the galleries and others for use in the meeting room. User must notify MartinArts of their intent to use existing equipment prior to use and agree to return it to its original location.
 - c. Additional items be brought in by user - these items will not be the responsibility of MartinArts. Installation of equipment is the responsibility of renter, should occur no earlier than two hours prior to published event hours, and must be removed immediately upon conclusion of event unless exceptions are made in advance.
6. **Use of Kitchen (1st Floor):**
 - a. Due to space limitation, advanced preparation of food is recommended.
 - b. A microwave is available for warming.
 - c. The refrigerator may be used dependent on space available.
 - d. Coolers may be used but must be returned clean and dry to the kitchen area.
 - e. Users will not use any food or beverage stored in the kitchen for their use.
 - f. Installation of equipment (i.e. warming cabinet, drink dispensers) should occur no earlier than two hours prior to published event hours and must be removed immediately upon conclusion of event unless arranged prior to rental.
7. **Use of Catering & Rental Companies:** Caterers, audio, and rental companies preapproved by MartinArts is preferred. At least one week prior to your event, you will need to have all parties involved approved and tour the Cultural Center.
 - a. Renter must provide name, contact person, mailing address and phone numbers of all companies used during the rental of the facility.
 - b. A separate agreement will be sent to the catering company to certify that they have read and agree to the rules and regulations herein. We reserve the right to cancel a room reservation if this certification is not received within 10 days of the scheduled event.
8. **Music/Entertainment:** Must follow all local noise ordinances and regulations.
9. **Building Attendant:** Depending on the nature of the event and the current exhibit in the gallery/meeting room, a building attendant may be required to remain on the premise throughout the event. Such person may not be required to assist with activities related to the set-up or tear-down of the user's event. Building attendant fees are billed hourly – details listed in fee schedule.
10. **Photography:** Photography is allowed in the galleries and meeting rooms unless otherwise posted. Flash photography is prohibited and for certain exhibits all photography is prohibited. MartinArts will advise user as to the regulations in effect for the exhibit during the user's event.
11. **Alcohol:** Users are allowed to serve alcohol according to current Florida state laws. If alcohol is to be sold, user must obtain, at their own cost, a permit from the State of Florida and provide MartinArts with a copy of this permit no later than 10 days

prior to the event. User is required to have someone dispensing alcohol and is responsible for monitoring alcohol consumption by their guests.

12. **Smoking:** According to Florida State Law, **NO SMOKING** is permitted in the building.
13. **Animals:** No animals are allowed in the building, except for ADA recognized service animals.
14. **Insurance:** MartinArts property insurance does not cover items that are not the property of the organization. Users and its agents are responsible for ensuring the safety of all items brought into the historic courthouse. MartinArts assumes no liability for the loss or damage of property of the user or its agents. **In addition, all events/renters are required to obtain a general liability policy for \$1,000,000. The Certificate of Insurance (COI) must name MartinArts as an additional insured.** Event insurance protects you as well as MartinArts and can be obtained from your current provider or a third party event insurance company.
15. **City, State, Federal Laws:** The User, in conducting any public or private meeting, lecture or concert shall conform to, comply with and abide by the laws of all governing bodies.
16. **Inspection:** MartinArts management reserves the right to enter into any and all parts of the premises at any reasonable time for the purposes of ensuring compliance with the User Agreement. Discrepancies shall be brought to the User's attention as soon as practically possible. Security deposit is subject to return **ONLY** if after inspection the facility is deemed in good order.
17. **Alarm Rules & Fine - It is the responsibility of each renter to know the procedure and code for use of the first-floor galleries after regular hours, and for entering and exiting the building. In the event that the alarm goes off and police are dispatched, any fines assessed will be passed on to the responsible renter.**

Other Related Information:

1. **Reservation Preference:** There is an established order of precedence for reserving a room as the function relates to our primary mission to serve the community as a cultural center; however, no function will be cancelled, once approved. Preference will be given to the following in the order listed: Art & Cultural groups, educational groups, Environmental groups, other Non-Profit Charitable groups, Civic groups, Social Events (weddings, parties, receptions) and other.
2. **Standard Gallery Hours:** Tuesday 10AM–6PM, Wednesday– Saturday 10AM–4PM, when an exhibit is installed.
3. **Standard Business Hours:** MartinArts is open Monday– Friday from 9AM–5PM.
4. **Contact Information:** During business hours, MartinArts staff may be reached at 772-287-6676 or via e-mail info@martinarts.org. The mailing and street address of the Court House Cultural Center is 80 East Ocean Blvd., Stuart, FL 34994.
5. **Gazebo Park:** If the user would like to utilize the gazebo next to the Court House Cultural Center, a permit must be obtained from the City of Stuart, Special Events Department.

Payments, Fees, and Refunds:

1. **Fees:** Please see fee schedule below for current rates.
2. **Payment Method:** Accepted forms of payment are Cash, Credit (MasterCard/Visa/American Express), or Checks made payable to MartinArts.
3. **Reservation Deposit:** The reservation deposit will be applied to the total payment of fees for the usage of the CHCC and is due at the time of requesting a date and will be deposited upon receipt.
4. **Security Deposit:**
 - a. The security deposit is required for all gallery uses and non-business hours usage of the meeting room. It includes a key to the facility, if necessary.
 - b. The security deposit is due upon notification that your event can be held in the CHCC. This check will not be deposited unless required for repairs due to damage.
 - c. After a visual inspection of the facility and a damage-free assessment, MartinArts shall return the security deposit or balance within five (5) working days of the event.
 - d. If damages are found, MartinArts shall have the right of applying any or all of the security deposit to the cost of cleaning or repairing the premises. Damage to items will be charged to user and may exceed the security deposit based on severity of damage and estimated cost of repair. Prior notice shall be given to inform the user of identified damages and the costs therein prior to work being started. Return of any remaining portion of the security deposit will occur within five (5) days of the completion of the cleaning or repairs.
5. **Refunds:** In the event that a cancellation is necessary, a refund will be disbursed as follows:
 - a. Up to 3 months in advance of the date: 100% refundable
 - b. Up to 10 working days in advance of the date: 50% refundable
 - c. After 10 working days: 0% refundable
6. **Non-Payment of Deposits & Fees:** Non-payment results in automatic cancellation of the reservation.
7. **Waiver of Fees:** Fees may be waived or reduced at the discretion of management.