



DENALI ARTS COUNCIL

Mission: We value Diversity, Artistry and Community.

We create and nurture community-based opportunities for artistic expression.

P.O. Box 404 ~ Talkeetna ~ AK 99676 ~ 907-733-7929 ~ info@denaliartscouncil.org

Sheldon Community Arts Hangar Facility Rental Contract

Dear Hangar Users,

Thank you for your interest in the Sheldon Community Arts Hangar for your event! We would like to meet your needs. Please read over the information and contract and let us know how we can serve you.

Thank You,

The Denali Arts Staff & Council Board of Directors

Within this document, the Denali Arts Council shall be referred to as “DAC” and the Sheldon Community Arts Hangar shall be referred to as “Sheldon Hangar.” DAC may be represented by a member of the Board of Directors or the DAC staff.

Date of Application:

Name of Renter:

Name of Activity:

Mailing Address:

City

State

Zip

Physical Address:

Phone No. of Group:

Name of Designated Representative:

Phone #s of Representative:

Email Address:

Fee schedule:

- \$75 per hour (3 hour minimum rental = \$225)
- Events that take place for more than one day will be calculated on a daily basis. Each new day starting with the minimum rental fee.
- Any set up, decorating, clean up or extra time must be factored into the use of the facility and be included in the payment.
- If you would like to hold a simple meeting in the facility, please contact the DAC office.

**50% of rental fee and certificate of insurance (if applies) are due upon receipt.
Remaining balance of other fee are due 30 days prior to event.**

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Wedding Package \$900

This price includes three hours the day before the reception for set up (times may be arranged with staff), the reception itself and from 10-1pm on the day after the reception for clean up. You are entitled to have up to 5 hours for the reception and an additional two hours before the event begins for catering set up, band, etc. The event must end at midnight. You may structure your event as you wish within this time frame. Any additional time you need in the facility will be billed at \$75hr. A house manager from DAC will be provided for you while the facility is in use.

Building Specifications

- Seating capacity is comfortably 120. You can add seats and fit up to 160 seated. For a standing show or event, the building can hold 250. This is the maximum capacity, per fire code.
- The downstairs measures 48'x40'.
- Chairs downstairs (60) are set up on risers for audience seating. You may move the chairs or risers, but it is your responsibility to return them to how you found them. Balcony seating (45) is fixed.
- The wings of the stage area are used for storage and are not necessarily available during rental.
- Portable risers for seating or a 9' x 24' stage are available for use if arranged for ahead of time. It is your responsibility to re-arrange them and return them to the arrangement you found.
- The piano *may* be available if requested in advance. This must be requested at the time of reservation.
- Use of the speakers, DVD, VCR, mixing board, projector and stage lighting must be arranged for when reservation is made. DAC does not have a sound system for live music.
- Fine art is displayed on the walls.

Steps for use of the Sheldon Hangar...

1. Talk with DAC staff to find out if date is available and if the Hangar will be appropriate for your event. At this time, we'll hold your date.
2. Read through this entire packet.
3. Fill out this Facility Rental Contract Form: Fill out and turn in to DAC staff well in advance of the facility rental. The contract, signed by your approved representative, should accompany the fees due upon receipt of contract as outlined in the contract. The contract will not be approved until the insurance certificate is sent. See the *Insurance* section of this document for more details.
4. Review: Please allow up to five working days for facility rental contract form approval. Hangar use will be reviewed on the basis of our Mission Statement. Acceptance and Scheduling decisions are ultimately at the discretion of the Board of Directors of the DAC Order of Preference: 1. DAC Programs & DAC-sponsored Events; 2. Local/Community users; 3. Commercial Interests.
5. Walk-Through: Prior to your event, arrange to meet at The Sheldon Hangar with a DAC representative. We ask that you please *make an appointment* to come in as we would like to reserve this time to focus specifically on your event needs.
6. Final Payments: 30 days or more prior to your event, submit all final payments as outlined in the contract.
7. Team of Helpers: Because the set up, decorating and clean up of the event is the responsibility of the renter, we strongly suggest that you assemble a team of helpers for these tasks.
8. Enjoy Your Event: Please be mindful of the Sheldon Hangar Rules & Regulations.
9. Clean Up: Renter is responsible for event clean up and DAC is responsible for regular facility cleaning.
Evaluation: A DAC representative will inspect the facility. If everything is in proper condition and the building cleaned and set up well, your deposit refund will be returned within seven working days.
11. Come Back Soon! Apply early and often! We'd love to have your next event(s) on our Calendar! We would be happy to work with you in planning recurring events and planning into the far-away future.

Sheldon Hangar Rules & Regulations

While you are using the Sheldon Hangar, please keep the following guidelines in mind to keep everyone safe and happy.

- Be mindful of our Mission Statement. Sheldon Hangar users are seen by the community as an extension of us, the Denali Arts Council. The DAC Board has the final say on anything and everything that happens at the Sheldon Hangar.

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- Be a Good Neighbor. Be considerate of residents and businesses in the area. It is expected that you will obey all Federal, State, Borough and Community Council regulations and/or laws pertaining to Beautiful Downtown Talkeetna.
- There are items stored in the wings downstairs, in the office and other areas; these are not to be moved.
- Please do not answer the phone; it is a business line.
- Keep aisles clear. 36" clearance is required for all pathways. Loose chairs may not be set up upstairs.
- Animals are not allowed inside the hangar.
- If you need to attach anything to the walls, contact the staff first.
- There is no smoking inside the building.
- Park vehicles courteously and encourage your event participants to do the same. Ensure that no one parks on the Post Office pad on the east side of the Hangar.
- The Denali Arts Council office upstairs is off limits.
- Do not adjust the thermostat. It is in-floor heating and therefore takes 24 hours to adjust to a new temperature. When you leave, make sure it is still set at 68.
- Use of the piano and technology (speakers, mixing board, projector and stage lighting) is prohibited without arranging for it upon reservation.
- It is strictly prohibited to bring in your own alcohol.
- Please inform your guests to stay away from the upstairs balcony railing. It is set at a lower height for seated patrons and is not designed for standing patrons.

Alcohol

The Denali Arts Council can open the bar for your event. We may serve beer, wine and champagne. The following are the guidelines DAC must follow to legally provide alcoholic beverages at your event and we are not permitted to make exceptions:

- The bar and the sale of alcoholic beverages is strictly under the management and responsibility of the Denali Arts Council.
- You may not run your own bar or provide your own alcoholic beverages.
- We are not permitted to sell hard liquor such as vodka, rum, whisky, cocktails, etc.
- Renters are not permitted to bring outside alcoholic beverages, i.e beer or wine, not provided by the DAC.
- Renters and guests are not permitted to exit the building with alcoholic beverages (unless there is a change with where the alcohol can be served. This must be preapproved in advance by the DAC staff).
- Any unconsumed beverages leftover from a special order become the property of DAC.
- You have the option of having the bar open for the event. There will be a \$250 bar fee to have it open.

Please contact the staff at DAC to talk about details for arranging a cash or open bar at your event. There are a few bar options you may choose from to best suit your needs.

1. *Cash Bar*: Guests pay for their own drinks at regular price.
2. *Open Bar*: Renter pays for all the drinks at the bar at regular price.
3. *Open/Cash Bar*: This is an option in which there is an open bar until a certain point in the event, then the bar turns into a cash bar.

House beer & wine: DAC always has two types of house red and one type of white as well 1-3 Denali Brewing Company beers on tap. These are always available when the bar is open and can be part of your open bar or cash bar. Our house beer and wine regular price is \$5 a glass.

Custom Orders. We would be happy to special order wine, champagne and beer. DAC will purchase the requested beverages and will apply its normal margin and 5% handling fee. Any leftover stock will become the property of the DAC. Custom orders must be paid in full, in advance, by the renter and will be served via open bar. Please let DAC staff know of what items you'd like to special order and the staff will work up a quote for what it will cost. (In general, serving the house wine and beer is the most economical way to go.) In the event

of renter cancellation, any custom orders of beer, wine or champagne, which are made before the cancellation will be kept by the DAC. Fees are non-refundable within 4 weeks of the rental date.

The average 15 gallon (apx. 120 16oz pours) keg of conventional beers such as Coors, Budweiser, Miller, etc with mark up and handling fee run \$320+ a keg. The average 15 gallon keg of Alaskan mirco brew such as Midnight Sun, Glacier Brewhouse, Silver Gultch, etc with mark up and handling fee run \$420+ a keg. 12 bottle cases of inexpensive wine or champagne with mark up and handling fee run \$240+.

Insurance

Businesses MUST have insurance.

- Businesses must provide DAC with a certificate of insurance at the time of reservation. The insurance must cover their event at DAC property. It must list DAC as an additional insured. An example of the Certificate of Liability Insurance that we will need. Contact your insurance company and ask them to send one of these with your information or the information of your business.
- This certificate may be faxed to (907) 733-7939

Tables provided by DAC: Renter must provide linens and table clothes. All chairs are provided.

Round Tables – all roughly 5' diameter: Seats 6-8 people per table

8 white round Costco kind

2 heavy wooden kind – size varies a little



Rectangle Tables: mostly used for food and beverage spread

1 30"x72"

1 36"x72"

1 24"x72"

Risers

3ft x 8ft platforms with various height attachable legs that may be turned into buffet tables, stages and numerous other things.

End of Event

Renter is responsible for leaving the building in the following conditions:

1. Chairs and risers will be left as found upon arrival or as agreed to with DAC staff ahead of time. Any other furniture or items will be left as found upon arrival.
2. All decorations and advertisements will be removed.
3. If refrigerator has been used, all items will be removed and it will be left as found upon arrival.
4. All garbage inside and outside building will be removed, unless it is trash incurred from the bar.
5. Any mess above and beyond regular use should be cleaned.

We would like to meet your needs. If you have any unique needs that are not met, please inquire with the DAC staff well before your rental date.

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SCROLL DOWN TO COMPLETE APPLICATION FORM

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What type of event? _____

Time of Day/Hours Needed:

Actual Event Hours. This is the time that your event will be happening.

date(s): _____ time(s): from _____ to _____

Total Event Hours: _____

Facility Hours: This is the time that you will need to use the facility for set up, take down and event.

date(s): _____ time(s): from _____ to _____

Total Facility Hours: _____

Estimated Number of Attendees: _____

Other Considerations?

Do you need a particular backdrop? yes no

Will you be setting up a stage? yes no

Purpose, Special Considerations, Explanations, Requests

Do you want DAC to open the bar for your event? yes no

Do you want a cash bar? or open bar

Do you want to place a custom order for the bar? yes no

Will you need to use the A/V technology? Please check off any that you will need.

projector audio (music) stage lighting DVD or VCR

Information

I have read the entire contract, and understand it. **Initial**_____

Fees (1-6 for office use only)

1. Rental fee for this event is \$_____ date paid _____ / \$_____ date paid _____
2. Bar fee **\$250** date paid _____ (separate check, due 30 days prior to event)
3. Security deposit **\$250** date paid _____ (separate check, due 30 days prior to event)
4. Insurance fee (if applied) \$_____ date paid _____ (due at time of contract along with insurance certificate)
5. Alcohol Custom Orders \$_____ date paid _____
6. Outstanding dues?

50% of rental fee is due upon receipt of contract.

Remaining balance of rental fee, security deposit and alcohol custom order fee (if applicable) are due 30 days prior to event.

Initial_____

Hours & Charges

Any additional facility time will be charged on a \$75 hourly basis. Any extra hours that were not accounted for will be billed after the event. Initial_____

Any changes to the contract must be submitted at least 2 weeks in advance via email to events@denaliartscouncil.org Initial_____

Please write the security deposit as a separate check. Make out all checks to DAC.

A refund of security deposit is contingent on proper conduct during the event, clean up after the event, and adherence to this contract and will be made within 7 days. Will be mailed to address provided on rental form.

Renter does not want DAC's bar to be open. Renter understands that renter is strictly prohibited from running his/her own bar or bringing any alcoholic beverages onto the property, inside or outside, per Alaska law. Initial_____

Damages

Any damages resulting from the event will be deducted from the security deposit.

If damages to facility require repairs exceeding the amount of security deposit, it is the renter's responsibility to make up the difference. Initial_____

Fine art is displayed on the walls. If you foresee a problem with this, notify DAC staff when you submit this contract.

Advertising/Decorating

Groups will be responsible for their own advertising. Displays are permitted in designated areas only, pre-arranged with DAC prior to display.

Decorations, props, their construction and placement must be approved in advance by DAC and may not be nailed, stapled or fastened to the building or furniture in any permanent or

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destructive fashion. Renters must remove all decorations following their events. Nothing may be taped to the walls. Damage to walls will warrant a repair fee.

All advertising using the name of the building will say, "Sheldon Community Arts Hangar".

Cancellation

DAC may cancel any activity or event at any time, without notice, if it is determined that an emergency exists as defined below:

1. There is an actual occurrence of an imminent risk to life or property arising from natural or other disaster.
2. There is an actual occurrence of or an imminent threat to life or property associated with the conduct of a scheduled event.
3. There is a compelling and unforeseen occurrence or circumstance beyond the reasonable control DAC that requires the cancellation of a scheduled activity or event.

Cancellation for cause

Denali Arts Council may cancel events in the Hangar for cause, without notice, if one or more of the following occur:

1. Renter fails to meet deadlines for: posting deposits or making other scheduled payments; providing proof of required security services under contract; providing required licenses or certificates of insurance.
2. Renter substantially misrepresents the nature or purpose of an event, or supplies false or misleading information with intent to deceive.
3. Renter regularly fails to cooperate with staff in keeping scheduled appointments, supplying necessary information, or keeping other commitments.

Refunds/Disputes

In the event of an emergency cancellation or pre-emption, DAC's liability is limited to renter's pre-paid fees and deposits. In the event of cancellation for cause, renter may forfeit all pre-paid fees and other incidental expenses incurred by DAC on renter's behalf. Renter explicitly holds DAC harmless with respect to renter's expenses for promotion, printing, postage, labor, materials, deposit, commissions or fees incurred in connection to a canceled event.

Initial _____

If you, the renter, need to cancel your Hangar rental, the more notice you can give the DAC staff, the better. However, if you cancel 3 months or more in advance of your rental date, you will receive 75% of your deposit. If you cancel 30-90 days before your rental date, you will receive 50% of your deposit. Any cancellation within 30 days or less of rental date, you will not receive any of the deposit back. 100% of the security deposit will be returned with any cancellation. **Initial** _____

Insurance fees are not refundable.

Any custom orders of beer, wine or champagne, which are made before a cancellation will be kept by the DAC. Fees are non-refundable within 4 weeks of rental date.

Initial _____

Prohibited Activities

1. Activities which are illegal, pose a threat to life or property, bring discredit or ill repute to the facility, the organization, its Board of Directors or its sponsors are prohibited. The determination of what events may or may not be held at facility rests solely with DAC.
2. Use of the catwalk is prohibited, unless written in as a part of the contract.
3. Use of technical equipment must be authorized prior to use.
4. **Per Alaska law, renters and guests may not bring alcohol onto the property, inside or outside the building.**

DAC will be held blameless for damage or any other liability such as theft or personal injury.

Initial _____

Special Considerations

1. Any permits or licenses required for event is the responsibility of the renter and must be supplied to the DAC Staff.
2. Maximum capacity is 250.

Clean up

Upon arrival at the hangar, renter can expect it to be adequately clean. If it is not in such condition, please let the DAC representative know.

Renter is responsible for leaving the building in the following conditions. A house manager will be present to assist and direct cleaning either same day or day after event.

1. Chairs and risers will be left as found upon arrival or as agreed to with DAC staff ahead of time. Any other furniture or items will be left as found upon arrival.
2. All decorations and advertisements will be removed.
3. If refrigerator has been used, all leftover items will be removed and the refrigerator will be left as found upon arrival.
4. All garbage inside and outside building will be removed and put in dumpster.
5. Any mess above and beyond regular use should be cleaned.

Special Arrangements (Please list any special arrangements agreed to by renter and DAC.)

D.A.C. _____

Renter _____

Date _____

Date _____

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Hold Harmless Contract

Name of Activity _____

Inclusive Dates of Activity _____

_____ shall defend, indemnify, and hold the Denali Arts Council, its officers, employees and agents harmless against any and all liability, loss, expense, including reasonable attorney's fee, or claims for injury or damages arising out of or connected with _____ at the Sheldon Community Arts Hangar which are not the result of sole gross negligence of the Denali Arts Council.

Signature _____

Printed Name and Title _____

Date _____

For staff reference:

Air Handler turned on.

Taxi service arranged.

Event staff list:

- () house manager
- () bartender
- () usher / door security
- () sound / tech
- () next day cleaning manager

Clean up responsibilities: (house manager)

See “After Rental Cleaning” directions attached.

Risers & Chairs: Neutral position for risers are shown below. Risers are three high and three deep. Six legs should be on each riser to hold the weight and not damage the risers. The black plastic clips should be locked between each riser to secure position and the rubber backing strips connected to the back and sides of the last risers so that chairs don't slip of the edges. There is a variation to the riser set up that includes small tables.



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Front table & Register: The front table will need to be set back up again if it was taken down or moved. The table needs to be the front two posts, with a clean, fitting tablecloth. Please place the register and credit card machine on the left. Test to make sure that both light up and are working.

After Rental Cleaning

After an event the Hangar needs to be back to its neutral position and that the space is clean and presentable. Please use this document as a checklist to make sure that all tasks are completed.

- Collect trash and put away any furniture, extension chords or other items that were used specifically for the event.
- Sweep: Brooms are located in the boiler room and in the concessions area. Use the broom to gather dust and trash from the floor, please do not kick up dust with the broom so that it doesn't get it all over the room and art.
- Mop: The mop and bucket are located in the boiler room. Use hot water and a bit of Simple Green or Pinesol. Make sure mop the concessions area well so there is not a beer smell later on.
- Vacuum: The vacuum is located in the boiler room (looks like a Ghostbuster's backpack). You will need the long extension cord as well. Vacuum the stairs and upstairs carpet.
- Concessions area: Make sure that concessions area counter tops are wiped down, the floor is well mopped and all the food and serving plates from event are taken. Double check the fridge for any food that may have been left in there.
- Bathroom: You do not need to clean bathroom, only restock toilet paper if low. Keys are located in boiler room to unlock cleaning cabinet to the right of the door in the men's room.
- Lost n' Found: Gather any lost and found items and either put in lost and found box located in the coat room or give to event organizers.
- Take out trash: Trash bags are expensive. Please consolidate the trash and take out to the dumpster near the shed. The combination is "2080". Squeeze lock and pull down.

When you leave please make sure lights are off and doors are locked.

Thanks you!
Denali Arts Council