



Contact: _____

Event Date: _____ Event Type: _____ # Guests _____

Contact Phone/Email: _____

Day of Event Contact (if different than contact names listed above): _____

Room(s) Requested:

___ Studio 1	_____ Main Gallery	_____ Kitchen
___ Studio 2	_____ Mezzanine Gallery	_____ Studio

Rental Start Time: _____ Rental End Time: _____

What time will your guests begin to arrive? _____

Event Details:

Do you desire an art activity? If so describe _____

Will you be serving or selling alcohol? Yes No

If yes, liquor liability insurance will be required

If yes, a Special Occasion License or Banquet Permit may be required

Will you be serving food and using the kitchen? Yes No

For events with food, who will provide the food? Renter Caterer

Caterer contact information: _____

Will there be music? Yes No

If yes, how is the music provided?

Stereo/iPod/CDs Disc Jockey (DJ)/Live music

Are you hiring an additional vendor such as a DJ, entertainer? Yes No

If yes, list names of third party vendors: _____

Do you plan to use candles, Sterno, or any other open flame items? Yes No

Describe decorations: (no birdseed, rice, confetti, glitter, petals (real or fake), silly string, fog machines, dry ice, bubbles outside okay) _____

Equipment:

Are you renting equipment through the Schack?

If yes, attach list of equipment needed.

Are you renting equipment through an outside source? Yes No

If yes, Rental Company contact name and phone: _____

Describe any equipment you are bringing into the Schack: _____



Room Set Up:

Indicate the number of tables and chairs you would like us to provide.

- _____ 60" Round Tables
- _____ 72" Rectangular Tables
- _____ Chairs

You must be must be 21 years or older to submit an application.

The information given in this application is said to be true under the penalty of perjury by the laws of the State of Washington and regulations of the City of Everett. I understand the Schack Art Center reserves the right to deny use, change, or cancel any part of this rental application and any related scheduled activities. There is no legal or binding commitment between the Renter and the Schack Art Center until after the Rental Contract is signed by both parties and initial fees have been paid.

Indemnification/Hold Harmless

User shall defend, indemnify and hold harmless the Arts Council of Snohomish County dba Schack Art Center, its officers, officials, employees and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss of damage to property, which arises out of the use of Premises or from any activity, work or thing done, permitted, or suffered by the User in or about the Premises, except only such injury or damage as shall have been occasioned by the sole negligence of the Schack Art Center.

User Acknowledgement/Agreement

I hereby assume full responsibility for the facility's use and agree to comply with all rules and Regulations of the Schack Art Center. The information given in this application is said to be true under the penalty of perjury by the Laws of the State of Washington and regulations of the City of Everett. I understand the Schack Art Center reserves the right to deny use, change, or cancel any part of this Application and any related scheduled activities. Renter and guests must comply with all applicable statutes and administrative regulations.

Signature of Renter

Date

Signature of Schack Art Center

Date



Please read and initial:

_____ I have read the Schack Art Center Venue Rental Information & Policies and agree to abide by all policies including the refund policy.

_____ I understand that under no circumstance shall any person or entity move or disturb any artwork displayed within the Schack Art Center. Any damage to or missing artwork will be charged to the user.

_____ I am aware I must not arrive earlier than my rental time noted on my Rental Contract.

_____ I am aware I must not exceed the rental end time indicated on my Rental Contract. I agree to vacate the Schack at the time indicated on this application. The Schack reserves the right to contact the Police Department if renter does not vacate the building at the time indicated on the application form. If renter stays past the time on the application, renter will automatically lose their damage deposit(s) and will be charged double the hourly rate. Partial hours are treated as whole hours.

_____ I am aware that I am responsible for set-up and clean-up and I have reserved sufficient time for these tasks to be completed within my rental time.

_____ I am aware I must inform all third party vendors of all Schack Art Center Policies and Procedures and that they must abide by these during my event.

_____ I am aware that the Schack is unable to provide storage or accept deliveries for my event unless prearranged with staff.

_____ I am aware that I am responsible for my group and all guests, including children. Guests must stay within the rental space and children will be accompanied by an adult at all times.

_____ I understand that all requests are on a first-come, first-served basis and no date will be held until a Rental Contract and initial fees have been received.

_____ I understand that all fees must be paid on or before the due dates or there is a risk of losing the rental space.

_____ I agree to obey the rules regarding the serving of alcohol as set forth in the Venue Rental Information & Policies.

Please review the following attachments and sign if required:

- Venue Rental Information & Policies
- Rental Contract & Equipment List
- Alcohol Information Sheet
- Insurance Information Sheet

Equipment Available for Rent & Prices

	Item	Description	Unit Cost	# Units	Cost	Initial
Bar Accessories	Bar		50.00			
	Bus Tubs		3.00			
	Waiter Tray with Stand		6.00			
Beverage Service	Coffee Maker – Pour Over Brewer		15.00			
	Coffee Carafe	42 oz	4.00			
	Coffee Airpot Server	9 cup	8.00			
	Cold beverage server	3 gal	10.00			
China	Sugar & Creamer		2.00			
	Lunch/Salad/Dinner Plate/Cup		.50			
Glassware	Water/Beer Glass	10 oz	.50			
	Wine Glass (Riedel)	18 oz	1.00			
	Water Pitcher (plastic)	60 oz	2.00			
Flatware	Individual Silverware		.30			
	Serving Spoon or Fork		1.00			
Audio/Visual/Misc	Projector & Screen		75.00			
	60" TV/wireless computer		75.00			
	Microphone		30.00			
	Easel or White Board		10.00			
	Coat Rack with hangers		15.00			
Total					\$	