

Use of the ACM Art Center Agreement

The following terms and conditions are set forth herein to govern the use of Arts Council of Midland Art Center for the purpose of use of ACM facilities located at 1506 W. Illinois Avenue, Midland, Texas 79701. By signing up for use of ACM space you agree to abide by the terms of this agreement.

ACM will provide the necessary and reasonable space set forth above and allow the use of the ACM facilities, equipment, furniture, and fixtures as agreed to. Instructors and event organizers agree to *leave spaces in the same condition they find it*. Bathrooms will be clean, and trash cleared away, after event and/or classes. Damage caused to ACM property will be the responsibility of those using the facility.

ACM spaces are available for rental on a first-come, first-served basis. Use of any ACM spaces may be scheduled either via email at info@acmidland.org, telephone (432) 687-1149 or in person at 1506 W. Illinois Avenue, Monday – Friday 9:00 am – 5:00 pm.

If a scheduled event or class does not occur due to unforeseeable conditions, it is the responsibility of the person reserving the space(s) to inform ACM staff as soon as possible so the date and space may become available to another guest.

Should the person reserving the space fall ill, or have a personal emergency, it is their responsibility to contact their class participants and tell them the class is cancelled immediately. Instructors must reschedule the class or class participation fees will be refunded to each participant.

All use of ACM space shall be at the sole risk of the responsible person and each person shall inform their participants of the same. ACM RETAINS NO LIABILITY FOR ANY INJURY OR DAMAGE CAUSED BY AN INSTRUCTOR OR STUDENT DURING A CLASS AND INSTRUCTORS AGREE TO INDEMNIFY ACM FROM THIRD PARTY CLAIMS ARISING FROM OR REASONABLY RELATED TO CLASSES.

Use of the ACM Art Center

Event _____ Date _____

Description _____

Client signature _____ Phone _____

Rooms / Spaces for Rent – *Prices based on an event three (3) hours in length – No charge for set up- take down time. Must be scheduled in advance.*

Main Gallery Space – Two Rooms & Hallway \$125.00

Kitchen \$35.00

Ceramics Studio \$125.00

Multi-Purpose Studio \$50.00

Studio Equipment – Price Upon Request (includes use of pottery wheels, kilns, easels etc.)

Sculpture Garden \$250.00

Arts Council Property \$400.00

(Includes all spaces listed above)

(Tables, chairs, tablecloths etc. priced separately. These items are the same price for all. Price list available upon request)

NONPROFIT RATE: Nonprofit rates for spaces are one-half (1/2) price. **EXAMPLE:** If you are a 501 © 3 nonprofit organization wanting to rent the entire ACM spaces, buildings & grounds, it would be \$200. Prices for all other rental items are full price.

Use of the **ACM Party/ Meetings Inventory / Equipment** Agreement

The following terms and conditions are set forth herein to govern the use of Arts Council of Midland Property for the purpose of use of ACM equipment. By signing up for use of Party Inventory or Equipment you agree to abide by the terms of this agreement.

ACM will provide the necessary and reasonable Party Inventory or Equipment set forth above and allow the use of the ACM equipment. You agree to leave equipment in the same condition you find it. Damage caused to ACM property during use will be the responsibility of those using the equipment.

ACM property is on a first-come, first-served basis from our *Calendar*. Use of equipment may be scheduled either via email or telephone or in person at 1506 W. Illinois Avenue.

In the event a use will not occur, it is the responsibility of the person reserving the equipment(s) to inform ACM staff as soon as possible.

Should the person reserving the equipment fall ill, or have a personal emergency, it is their responsibility to contact their participants and tell them the rental is cancelled.

All use of ACM equipment shall be at the sole risk of the responsible person's and each person shall inform their participants of the same. **ACM RETAINS NO LIABILITY FOR ANY INJURY OR DAMAGE CAUSED BY AN INSTRUCTOR OR STUDENT DURING EQUIPMENT RENTAL AND RENTERS AGREE TO INDEMNIFY ACM FROM THIRD PARTY CLAIMS ARISING FROM OR REASONABLY RELATED TO RENTAL OF ACM EQUIPMENT.**

Use of the ACM Equipment

Equipment Rental_____

Date_____

Description_____

Responsible Person's signature_____

Party/ Meetings Inventory / Equipment

Price per each unless noted.

Tables:

(6) 40" rounds	\$5.00
(8) 6 ft rectangle tables	\$5.00
(12) Pub tables (standing tables for drinks/food)	\$5.00
(2) 5 Ft rectangle tables	\$5.00
(60) White Folding chairs	\$2.00
(22) Black chairs	\$2.00

Black Tablecloths:

Napkins (per dozen)	\$5.00
90" round	\$5.00
120" round	\$5.00
96" x 132" Rectangle	\$5.00
Stretch Spandex Pub Tablecloths	\$5.00

Table runners: 72"	\$1.50
Orange Rosettes. SATIN: Purple, Pink, Burgandy, Blue, Denim, Burlap, Red, Black. TULLE: Brown	

Square Table Toppers: 60"	\$2.00
SATIN: Red, Black, Orange, Blue, Purple, Pink, Brown "crinkle" cloth	

10'x10' white tents	\$50.00
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Glass/ Centerpiece Vases – Variety of Sizes	\$2.00
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Wine Glasses	\$5.00 per dozen
Champagne Flutes	
Martini Glasses	
Electric Coffee Urns	\$5.00
Acrylic Water & Iced Tea Urns	\$5.00

Pro-Panel Grey Pedestals	\$10.00
12" tops 24" 30" 36"	
16" tops 24" 30" 36"	
Laminate Pedestals – Variety of sizes	\$5.00
6" Wooden Easels	\$5.00

Lectern & Bose Microphone Sound System	\$75.00
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Name	
Credit Card #	
Exp. Date	
CVC (3 Digit Security Number)	
Amount	
Address with Zip Code	
Phone Number	
Signature	

Rental reservation: A reservation to hold the date and time requires a 50% payment of the total rental cost. This will be applied to the final balance unless the event is cancelled.

Cancellation Policy:

31-day notice of cancellation is required to receive a full refund of payment; 15 - 30 days' notice: A cancellation fee of 24% of the rental will be charged

5-14 days' notice: A cancellation fee of 50% of the rental will be charged.

1-4 days' notice: No cancellation or refunds will be given.