



LIVE OAK ART CENTER Building Use Application

1014 Milam Street, Columbus, Texas 78934

(979) 732-8398 – director@liveoakartcenter.org

The Live Oak Art Center is an art gallery **first**, and an event facility **second**. We want people to enjoy the art center, but we must protect the art and building. Please read this policy carefully and discuss concerns at the time of booking.

Event Date: _____ Event Time: _____ to _____ Event Hours: _____ (start) (finish) (start)

Name of Group: _____ Function: _____ No. of Guests: _____

Contact: _____ Contact Number: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____

BUILDING RENTAL FEES

Building rental fee for non-wedding parties is \$250 for 3 hours minimum, and \$75 per hour thereafter. During business hours, the upstairs and the courtyard are the only available rentals. Business Hours are Wednesday–Friday 11:00 am to 5:00 pm; Saturday 11:00 am to 2:00 pm (excluding holidays). Non-profit organizations may apply for a discounted rate.

Rate	# Hrs or # Items	Total	Description
\$ 250.00	_____	\$ _____	Entire Building \$250 for 3 hours minimum. \$75 per each additional hour.
\$15.00	_____	_____	Tablecloths
\$2.00	_____	_____	Napkins

Membership Discount (Contributor 10%, Patron 15%, Benefactor & Sustaining 20%)

\$ _____
\$ _____
\$ _____

Total
50% Deposit Required at Bookings
Balance due 30 days prior to Event

REFUND POLICY – All refund requests must be in writing. Full refunds will be given for requests received 90 days or more in advance of event. If request is received between 31 and 90 days in advance, a 50% refund will be given. If request is received less than 30 days before event, no refund will be given.

Signature of Lessee

Date

Not Valid Unless Signed by LOAC Director

Date

Deposit: \$ _____	Check #: _____	Check Amount: \$ _____	Date Received: _____
Balance: \$ _____	Check #: _____	Check Amount: \$ _____	Date Received: _____

LIVE OAK ART CENTER

AGREEMENT FOR BUILDING USE

1. Use of any Live Oak Art Center (LOAC) building, Courtyard or other areas may not interfere with any LOAC exhibit or other scheduled program. Date and time must be confirmed in advance of building use by application to the Board Member or LOAC Representative in charge.
2. The user is solely responsible for setting up and cleaning up before and after the event for which the facility is being used unless other arrangements are made with LOAC.
3. All areas should be clean and neat before building is closed. All trash should be bagged and placed in dumpster behind the facility. **NO loose glitter can be used on tables or floor.**
4. **NO hard liquor is to be served without prior LOAC approval.** Beer and wine can be served.
5. **NO** rowdiness and/or rambunctious games are permitted.
6. Use after 10:00 PM is not permitted without PRIOR agreement from the LOAC Board Member or representative designated to close.
7. In accordance with the Fire Code, **no vaping or smoking is permitted inside the building or within ten feet of the doors. NO use of candles or any other open flame is allowed inside the building.**
8. **Under no circumstances may any artwork (paintings, prints, ceramic, photographs, drawings, sculpture, folk-art, textiles, etc.) nor any furnishings (pedestals, lighting, desks, tables, benches, etc.) be moved or altered in any way unless prior arrangements have been made with an officer of the board of directors of the Live Oak Art Center or the Gallery Director.**
9. The lessee/user is solely responsible for any damage done to the facility or any artwork and by signing this contract the user agrees to abide by these conditions.
10. Capacity of Room: 120 – Lower-level capacity (80 for seated Wedding Dinner)
 120 – Upper-level capacity (Maximum of fifteen tables for seating)
 120 – Courtyard
Space Measurements: Front Gallery – 39 ft × 30 ft
 Back Room – 30 ft × 22 ft
 Upstairs – 67 ft × 25 ft

11. The lessee/user shall at all times indemnify and hold harmless the LOAC and its officers, agents and/or employees against any and all claims, demands, damages, loss judgments, costs, workers' compensation payments, litigation expenses and counsel fees arising out of injuries to the person (including death) or damage to property alleged to have been sustained by:

officials, officers, agents and/or employees of the LOAC; the lessee/user or any other person, whose injuries are alleged to have occurred on or near the leased property having been caused in whole or in part by the acts, omissions or neglect of the lessee/user or any other individual associated with the lease.

The existence of insurance shall in no way limit the scope of this indemnification. The lessee/user further undertakes to reimburse the LOAC for damage to property caused by the lessee/user, or his employees, agents, or volunteers, spectators, or participants in connection with the lease/use of the property used by him/her or them.

Signature of Lessee

Date