

ARTSKC

regional arts council

Rentals Guide

ArtsKC – Regional Arts Council
106 Southwest Boulevard
Kansas City, MO 64108
2019 edition

816-221-1777
ArtsKC.org

About Us:

ArtsKC – Regional Arts Council is a 501(c)3 nonprofit organization dedicated to unleashing the power of the arts in the Kansas City region. Founded in 1999, ArtsKC serves Johnson and Wyandotte counties in Kansas, and Jackson, Clay, and Platte counties in Missouri. Previously, Kansas City lacked an organization to represent and support the entire arts community.

ArtsKC acts as a central hub of information, resources, and support. Each specific program or service we provide to artists, arts organizations or the community at large was developed to address a need within our local arts ecology. ArtsKC continually assesses and adjusts our services to respond to the needs of our growing arts community.

In July 2014 we moved into our new home located at the corner of Southwest Blvd and Baltimore Ave in the Crossroads Arts District. With this move we gained an amazing new gallery space. ArtsKC is pleased to offer a fresh, fun, and functional venue for your company or personal event! Our space is flooded with natural light, features work from local artists, and has a full kitchen. This is an ideal rental space for someone who does not need an event coordinator. There is no event coordinator included in a rental. You will coordinate with a staff lead based on your association with ArtsKC. The staff lead will present you with confirmation of date and time, make sure you are invoiced correctly, and help with communication as needed.

The ArtsKC Gallery can accommodate up to 200 guests (standing room) and 80 or 90 guests seated. Thanks to the support of local artists local artwork is featured year round in the space and rotated every two months – it’s like built in décor for your event!

With your rental you have access to our gallery space, and a smaller meeting room, called the “Living Room” (both pictured below). With your rental fee we offer you the use of all our equipment, which includes chairs, tables, linens, projector and screen, microphone and amplifier, sound system, and a full kitchen. We also have a garage door for easy load in and load out.



How It Works:

Thanks for thinking of us for your next event! We suggest the following steps to make your experience with ArtsKC as smooth as possible:

- View our space in person or online
 - We have a new virtual tour located at artskc.com/rentals
- Contact us for your customized event proposal
 - Come by in person
 - By phone at 816-221-1777
 - By e-mail at officemanager@artskc.org
- Sign a rental agreement
- Put down the deposit of 50% to hold the space on the date
- Decide on your event setup
- Let us know if you will be using our equipment
- Contact your caterer, vendors, etc.
- Approve floor plans
- Pay the remainder of your balance (due day of your event). Any additional costs will be invoiced to you and due 30 days post-event.



Our Prices

You rental includes access to our kitchen (oven, stove, microwave, sink) as well as use of our Bluetooth sound system, microphone and amplifier, projector and screen, and use of chairs and tables.

Our space is available some daytimes, evenings and weekends depending on availability.

For a specific price quote based on your actual event needs, please fill out the Rental Inquiry form or call the office at 816.221.1777 for the most accurate pricing.

Example:

- **Standard Rental Fee: \$1,400.00 for 4 hours**
- **Non-Profit Organization Rental Fee: \$720.00 for 4 hours**

Rate includes:

- Space Usage – this includes set up/clean up time. Please adjust event time accordingly.
- ArtsKC Staff Member on-site Note: *this price is included for parties up to 50 people. An additional staff member or volunteer is required above 50 people will be an additional fee, please do your best at accurately estimating the number of guests you are expecting.*
- Janitorial Fee

Does not include additional hours.

Please note:

- Rentals are for a 4-hour minimum, please provide adequate set up/clean up time in your request.
- Availability for The Gallery is based on the organization's programming needs.
- All renters must sign a rental contract; provide a certificate of liability insurance, and a 50% deposit at contract signing in order to reserve a date.

Our Policies

Rental Contract

A rental contract must be issued for all rentals of the space. This includes non-profits, artists, staff, companies, community members, and all others wishing to rent the space.

Deposit

An event date will not be held without a deposit of 50%, due at signing of the rental contract. If the event is within 30 days, there will be an additional "rush" fee. Additional hours, event staff costs, and janitorial fees will be calculated at as much as possible with accurate information up front. The remainder of the contract balance is due, day of the

event, before the event starts. Any additional charges accrued by the event, damages, additional hours, staff-time, etc., will be invoiced within 5 (five) business days and due within 30 (thirty) calendar days of the event.

Payment

You will be invoiced for 50% deposit and it is due at contract signing. The remainder is due day of the event, before the event starts. Any balance from unforeseen expenses will be invoiced within five (5) business day after your event. Payment is due no later than thirty (30) calendar days after the event. We accept credit (there will be a 3% fee added for credit card payment), debit, check, and cash.

Late Payments/Insufficient Funds/Non-Payment

Communication is paramount. If you have come into some hardship, we are more than reasonable, as long as there is communication.

If additional invoiced payments have not been received within 30 (thirty) calendar days of the event, we will add \$25 to every week we have not received payment from that 30-day mark. We will add a \$45 bounced check/insufficient funds fee if needed and we will send any bad debt to collectors after 90 (ninety) calendar days of non-payment/non-response. We appreciate communication up front and are willing to work out arrangements if necessary.

Refunds and Cancellations

Deposit is fully refundable if cancelled two (2) weeks prior to event. ArtsKC will keep the deposit if the event is cancelled less than two (2) weeks ahead of time. Should an unpredictable catastrophe (i.e. fire, flood, etc.) cancel the event, ArtsKC will reschedule at no extra charge. If you do not wish to reschedule, ArtsKC will keep the deposit. For refunds please contact OfficeManager@ArtsKC.org.

Equipment Usage

All equipment must be returned to ArtsKC in good condition. Do not take equipment from the building. A replacement fee will be charged for missing or damaged items.

Parking

ArtsKC does not have a designated parking area. There is ample street parking in the blocks surrounding our space, as well as garage parking just north of us. Parking is dependent on the time of day and other events in the area.

Security

ArtsKC does not provide event security. You may provide your own security.

Catering and Alcohol

ArtsKC does not have a list of preferred vendors. You may use whichever vendor you wish. You may sell alcohol if your organization or caterer provides a ***valid, on premises liquor license***. You must follow city ordinances and regulations. If you do not hold a valid liquor license, you may serve alcohol but you may not sell it. ArtsKC does not hold a liquor license.

Liability Insurance

All renters must provide or obtain liability insurance. Please contact us if you have questions about the process.

Other Restrictions

You may not affix anything to the walls, the art must never be touched. Chairs and tables must be a minimum of 4" away from the walls with artwork on them. There is no smoking inside the building or within 25' of the front door.

Hosting Shows or Exhibitions in the Space

The art that is in the space cannot and will not be moved for any event. If you would like to rent the space for an exhibition or show, you will have to provide your own easels or pedestals for displaying the work. ArtsKC cannot be liable for any part of that show.

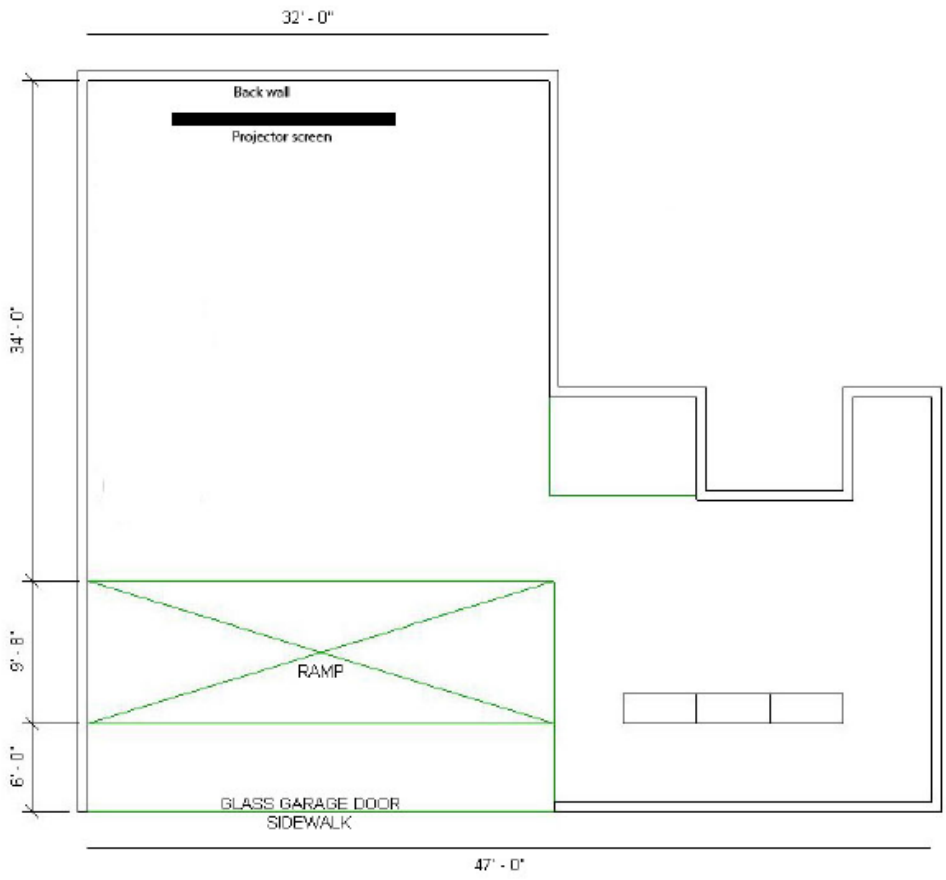
Venue Specs

Capacity:

- Cocktail: Up to 200
- Theater Style Seating: Up to 100
- Round Table Seating: Between 70 and 90 depending on layout

Equipment:

- 50 white chairs, 30 black chairs
- 11 (60" x 30" wide and 30" high) white rectangular tables
- 5 (4' high x 30" across) cocktail tables
- Black and white linens
- Projector
- Screen
- Microphone
- Sound system
- Some kitchen space (no refrigerator or freezer space)



Layout of the ArtsKC gallery room, office spaces, and kitchen.

**Kitchen and additional bathrooms not pictured.

Sample space layout for rehearsal dinner for 92 people:

