

FACILITY RENTAL INFORMATION AND APPLICATION

MISSION

Museum of Contemporary Art Santa Barbara (MCASB) advances creativity and inspires critical thinking through meaningful engagement with the art of our time.

FACILITY RENTALS AT MCASB

MCASB makes curated gallery space available to non-profit, corporate, and private groups.

The Museum is located on the Upper Arts Terrace of the highly visible downtown Paseo Nuevo shopping center at Chapala and De la Guerra Streets. MCASB offers approximately 3,000 square feet of meeting space within its four galleries that hold a maximum of 75 individuals. The facilities are equipped with an inviting, modern interior with art gallery lighting, heat and air conditioning, audio/visual equipment, and a sound system equipped with speakers and amplifiers designed to play ambient music in the galleries. Paseo Nuevo Upper Arts Terrace is available for rental for no additional charge, but must be reserved ahead of time. An ABC permit must be obtained to serve alcoholic beverages on the Terrace, and the service area must be designated with stanchions.

The facilities are easily accessed by elevator, and parking is available at the rear of the Museum with a back door entrance for loading and unloading. Convenient parking is available in the adjoining parking structure.

To Know Before You Rent:

- MCASB is open to the public and the rental fee includes a limited amount of time for setup and breakdown; see Section I.1 of Facility Rental Contract.
- MCASB galleries are available for rent for special events only. Rental of the gallery spaces for the display of non-MCASB-curated artworks or fundraising events is not permitted.
- To protect the artworks, we limit food and beverages in the galleries based on group size: food and beverages for parties of more than 40 guests will be restricted to the terrace or a stanchioned portion of the galleries.

APPLICATION PROCESS

A signed Application for Use of MCASB Facility must be submitted as far in advance as possible, no fewer than six weeks in advance of event. The Application must be approved before completion of the Facility Rental Contract. MCASB Facility Rental Contract, with Certificate of Insurance and 50% deposit must be submitted at least two weeks prior to the event, for approval. **Your reservation is not confirmed until all paperwork and payment have been received and approved.** MCASB must be notified of any changes or cancellations to the contract.

The remainder of Facility Rental Fee and additional charges will be invoiced within 10 business days after the event. **Parties renting MCASB space must be members. For more information about membership please visit our website at www.mcasantabarbara.org or call us at (805) 966-5373.**

APPLICATION FOR USE OF GALLERY SPACE (DUE AT LEAST SIX WEEKS PRIOR)

Organization: _____

Address: _____

Event Contact Name: _____

Phone: _____ Fax: _____

Email Address: _____

MCASB Member Name (or membership level to apply to invoice): _____

Date of event: _____ # guests: _____

Name of Event: _____

Please describe your event: _____

Request for use of Upper Arts Terrace (yes or no): _____

Set-up time for event from _____ to _____

Event time from _____ to _____

Clean-up time from _____ to _____

TOTAL HOURS _____

PLEASE NOTE: You are responsible for leaving the gallery space as you found it. Please notify your caterer/party planner of all gallery guidelines, and request that they contact MCASB to discuss set-up.

I HAVE READ THE GENERAL GUIDELINES FOR THE USE OF MCASB FACILITY AND ASSUME PERSONAL RESPONSIBILITY FOR COMPLIANCE WITH THESE GUIDELINES.

Signature: _____ Date: _____



(MCASB office use only)

Application approved _____ Date _____ Ins cert. rec'd _____

Dept ABC Permit req'd? _____ Permit rec'd _____ Gallery Attd: _____

Deposit rec'd _____ Invoice sent _____ Balance rec'd _____

MCASB FACILITY RENTAL CONTRACT *(DUE AT LEAST TWO WEEKS PRIOR, WITH DEPOSIT)*

Please initial to confirm you have read and understand each item.

I. Fees

_____ 1. **Facility Rental Fee:**

Daytime Weekday Meeting Events: \$100 per hour including but not limited to rehearsals, setup, and clean-up time. The facility is available outside of regular Museum hours, only (Mondays and Tuesday, and before 11 am on Wednesdays, Thursdays, and Fridays.)

Evening & Weekend Events: \$1,000 for use by 501(c)3 organizations. \$2,000 for use by private or corporate parties.

50% of this fee is required to hold the space. The remaining amount must be paid one week before the event. Fee includes up to four hours of setup beforehand and three hours of breakdown after the event. Additional time in the galleries will be charged at \$100/hr.

Estimated Cost: \$ _____

_____ 2. **Staffing Fees:**

One MCASB gallery attendant is required per every 10 guests and will be on duty for the duration of the rental (including set-up and cleanup) at a rate of \$20/hr each. Gallery attendants supervise the use of MCASB facility but are not responsible for set-up or cleanup.

One MCASB staff member will be scheduled for the hours of the event at \$30/hr.

Optional: Renting parties may utilize MCASB installers for assistance with lighting, A/V, and/or event set-up for a rate of \$30/hr. In accordance with our insurance policy only MCASB staff are allowed on ladders. Please plan ahead if you need this kind of assistance.

Estimated Cost: \$ _____

_____ 3. **Cleaning Fee:**

A non-refundable cleaning fee of \$150 is required for events at which food is served in the Museum.

Estimated Cost: \$ _____

_____ 4. **Membership fee:**

Facilities are made available for rental to MCASB Members only.

Non-profit parties are invited to join at the FREE Engage Membership Level.

Private parties are invited to join at the Standard (\$150) Membership Level, or above.

Corporate parties are invited to join at the Premium (\$500) Membership Level, or above.

Estimated Cost: \$ _____

TOTAL Estimated Cost: \$ _____

II. Permits and Paperwork

- _____ 1. **Application for Use form:** Completed by rental party. Reviewed and approved by MCASB staff.
- _____ 2. **Certificate of Insurance:** Certificate showing MCASB as additionally insured on renter's liability insurance must accompany all requests for use of the MCASB gallery.
- _____ 3. **Health Permit:** If serving food, a valid Health Permit must be obtained from the Santa Barbara County Public Health Department, if applicable.
- _____ 4. **ABC License:** If selling wine, beer, or liquor, a signed and stamped temporary ABC Daily License must be obtained. *Red wine is not permitted in the gallery.*

III. Responsibilities of Renter:

- _____ 1. You hereby assume full responsibility for the conduct of those attending the event and for any misuse or damage of MCASB property or artwork.
- _____ 2. You hereby agree to indemnify and hold harmless MCASB from any damages, losses, or claims resulting from or relating to the conduct of the event, including without limitation, any damage to any artwork.
- _____ 3. You hereby agree that you shall ensure that all art exhibitions will retain their integrity during the event; and you further agree that no artwork will be moved, handled, touched, covered or damaged in any respect. You hereby agree that you will take all actions to ensure that the utmost care must be taken at all times by visiting groups to protect the artwork.
- _____ 4. You agree to submit your program for review by MCASB at the time of payment of the initial rental deposit.
- _____ 5. MCASB must be notified in writing at least 25 days in advance of the event if food or drink is to be served. Burners and/or flames are prohibited in the gallery and may not be used for the preparation and/or warming of food.
- _____ 6. MCASB must be notified in writing at least 25 days in advance of the event if a live band or amplified music is scheduled.
- _____ 7. You must remove all event food, supplies and/or rental equipment on the same day of the event unless prior arrangements have been made and agreed to in writing by MCASB.
- _____ 8. You are responsible for ensuring galleries are left as you found it.
- _____ 9. Smoking is not permitted in galleries or on Paseo Nuevo property.
- _____ 10. Your designated contact person must arrive at least 30 minutes before event to review gallery guidelines with MCASB staff.
- _____ 11. Rental parties are prohibited from selling merchandise, tickets, beverages, or food without prior consent of MCASB.
- _____ 12. You agree that this document contains the terms of agreement between you and MCASB with respect to your use of the MCASB facility and is a legally binding agreement and shall be governed and construed in accordance with the laws of California applicable therein.

MCASB EVENT CHECKLIST

Event Preparation (2 - 6 weeks prior):

- Application for Use sent to MCASB
- Space Rental Contract sent to MCASB
- Certificate of insurance sent to MCASB
- 50% deposit sent to MCASB
- Alcoholic Beverage Control Daily License secured (<http://www.abc.ca.gov/forms>)
- MCA installer contacted for lighting, A/V, event set-up (\$30/hr)

Event Setup (day of):

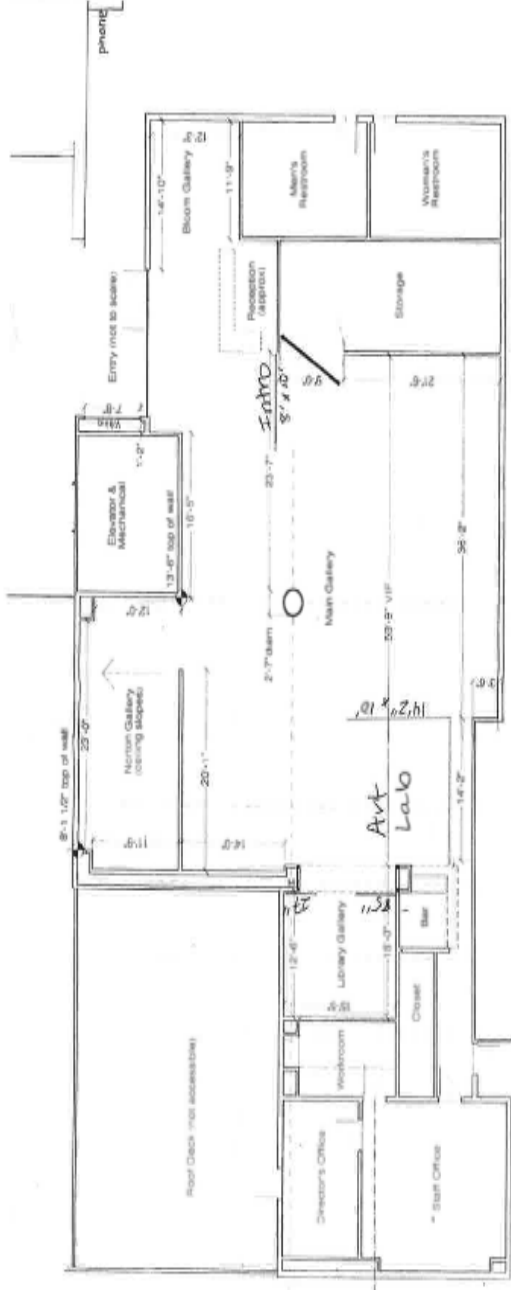
- | | | |
|---|-------------------|-------|
| <input type="checkbox"/> (36) black chairs | number requested | _____ |
| <input type="checkbox"/> (2) 8 ft. tables (with black linens) | number requested | _____ |
| <input type="checkbox"/> (8) 6 ft. tables (with black linens) | number requested | _____ |
| <input type="checkbox"/> (2) 4 ft. tables (with black linens) | number requested | _____ |
| <input type="checkbox"/> (1) lectern | lectern requested | _____ |
| <input type="checkbox"/> (3) plastic drink tubs | number requested | _____ |
| <input type="checkbox"/> (1) large trashcan | number requested | _____ |
| <input type="checkbox"/> (3) small trashcans | number requested | _____ |
| <input type="checkbox"/> Other equipment needed _____ | number requested | _____ |

Event Takedown (immediately following):

- Clear litter from gallery areas and reception desk
- Wipe down tables and gallery surfaces
- Stack and store tables, chairs, equipment
- Tie up all trash bags and place at the back door
- Dump water and liquids into sink
- Overturn drink tubs at an angle to air out

Notes: _____

FLOORPLAN



Santa Barbara Contemporary Arts Forum

scale 0.125" = 1'-0" 20 feet
August 2002