



**GEORGE  
WASHINGTON  
CARVER**  
MUSEUM & CULTURAL CENTER  
PHOENIX, AZ

*A Historic Landmark listed on the City of Phoenix & Federal Historic Registry*

## Facility Rental Agreement

- Facilities are available for rent between 8:00 am and 10:00pm Monday –Saturday depending on availability
- As a tax-exempt 501(c) (3) organization, GWCMCC does not rent its facility for functions or events related to a political candidate seeking office or a specific political position or platform.
- GWCMCC is a historic facility and is meant for small performances, It is not for large productions. Dressing rooms are not available.
- A **non-refundable \$500.00** deposit/application fee is required to reserve the gymnasium/auditorium space.
- A **non-refundable \$25.00** deposit/application fee is required to reserve the library, conference room or multipurpose space.
- Liability insurance is required for facility use; City of Phoenix departments please contact the designated Event Coordinator or Board Member.
- Reservations are not taken on Holidays.
- Children must have adult supervision at all times.
- All delivery/pickup of equipment must take place during the rental time only.

### **GWCMCC FACILITIES ARE RENTED “AS IS”**

GWCMCC activities may limit clients’ usage of the GWCMCC to specific areas only, as stated in the rental contract.

Areas currently available for rent include:

- Conference room (accommodates up to 48 conference style; 65 theater style @ \$50/hour
- Front Outside Space (fee to be determined upon submittal of event proposed )
- Gymnasium/Auditorium (accommodates up to 250 banquet style; 400 theater style)

#### **Standard Rental Options Available for the Gymnasium / Auditorium Space**

**Rates varies for daytime, evening and Saturday events.**

1 hour setup, 3 hours of event time and 1 hour breakdown

2 hours setup, 4 hours of event time and 1 hour breakdown

2 hours set up, 5 hours of event time and 1 hour break down rental fee

To request a custom quote for event time send an email to [Rentals@gwcmccaz.org](mailto:Rentals@gwcmccaz.org) with an outline of your program needs.

### **SECTION ONE: Renter Information**

Contact Name \_\_\_\_\_

Name of Organization \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Preferred Phone \_\_\_\_\_ Alternate Phone \_\_\_\_\_

Fax \_\_\_\_\_ Email \_\_\_\_\_



**SECTION TWO: Event Information**

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Event Title \_\_\_\_\_

Event Date (mm/dd/year) \_\_\_\_\_ Alternate event date (mm/dd/year) \_\_\_\_\_

Estimated Attendance \_\_\_\_\_ Program Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Facility requested  Conference room  Gymnasium/Auditorium  Front Outside Space

**Brief description of the event**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Event parameters (select all that apply)**

- Community meeting  Small Performance  Workshop  Training  Banquet/Dinner  
 Fundraiser  Rehearsal

Other (please describe) \_\_\_\_\_

Will you be charging an entry or event fee?  Yes  No

**Event needs (please check either "Yes" or "No")**

Will a sound system be needed?  Yes  No **Additional fees applies** (applicable for theatrical performances)  
*Outsourced - Certified Audio or Visual Technician Fees Varies (2hr minimum)*

Will a lighting system be needed?  Yes  No **Additional fees applies** (applicable for theatrical performances)  
*Outsourced - Certified Audio or Visual Technician Fees Varies (2hr minimum)*

Will chairs be needed?  Yes  No If yes, please enter the number of chairs requested \_\_\_\_\_

Will tables be needed?  Yes  No If yes, please enter the number of tables requested \_\_\_\_\_

Will food be served?  Yes  No If yes, a licensed caterer is required.

Will alcohol be served?  Yes  No If yes, a licensed caterer or bartender with appropriate liability insurance is required.



**SECTION THREE:**

**Event Set-Up and Break-Down *Reservarion must be for consecutive hours and cannot be split up.***

**Conference room** (accommodates up to 48 conference style; 65 theater style @ 50/hour)

Event Day of Set-Up Time      Begin \_\_\_\_\_ AM/PM      End \_\_\_\_\_ AM/PM  
 Event Program Time            Begin \_\_\_\_\_ AM/PM      End \_\_\_\_\_ AM/PM  
 Event Day of Break-Down Time    Begin \_\_\_\_\_ AM/PM      End \_\_\_\_\_ AM/PM

**Gymnasium/Auditorium** (accommodates up to 250 banquet style; 400 theater style)

**Available Options fee ranges from 1, 000 to 2000 depending on program needs.**

- 1 hour setup, 3 hours of event time and 1 hour breakdown
- 2 hours setup, 4 hours of event time and 1 hour breakdown
- 2 hours set up, 5 hours of event time and 1 hour break down rental fee

Event Day of Set-Up Time      Begin \_\_\_\_\_ AM/PM      End \_\_\_\_\_ AM/PM  
 Event Program Time            Begin \_\_\_\_\_ AM/PM      End \_\_\_\_\_ AM/PM  
 Event Day of Break-Down Time    Begin \_\_\_\_\_ AM/PM      End \_\_\_\_\_ AM/PM

**SECTION FOUR: Facility Rental Fees**

***(rates subject to change)***

**Additional Fees (Section Completed by Cultural Center)**

Cleaning Service Fee	Gymnasium / Auditorium	included in base fee
Cleaning Service Fee	Conference Room / Library/Multi-purpose Space	added to base \$25
Security Deposit	Gymnasium/Auditorium \$500	Submit with application
Security Deposit	Conference Room / Library/Multi-purpose Space \$25	Submit with application
Podium wih PA		Free

**Special Equipment Fees**

**Additional Fee Schedule that may apply based on event staffing and equipment needs**

Certified Audio or Visual Technician		Fees Varies (2hr minimum)
Onsite Personnel/Staff Open/Close	Number vary based on size of event	\$50 / \$30
Security Service as required by city ordinance for large events		Fees Varies
Off- Site Parking will have to be arrenaged events over 150 guest		Fee Varies

***Utilities (after 5 p.m. and weekend events)***

Gymnasium / Auditorium	Additional Peak Rate maybe assessed	\$25 per hour
Conference Room/Library	Additional Peak Rate maybe assessed	\$5 per hour



**Section Completed by GWCMCC**

Gymnasium/Auditorium  Conference room  Front Outside Space

▪ Hours (\_\_\_\_\_) X Rental Rate(\_\_\_\_\_) \$ \_\_\_\_\_

**Sound and Lighting technician Services**

▪ Sound technician (fee varies depending on need) \$ \_\_\_\_\_  
 ▪ Lighting technician (fee varies depending on need) \$ \_\_\_\_\_

**Cleaning Service Fees (Outside Vendor Service)**

▪ **Gymnasium / Auditorium \$375.00** \$ \_\_\_\_\_  
 ▪ **Conference Room Multi-purpose Space \$25** \$ \_\_\_\_\_

**Other items outside normal service**

▪ Other items outside normal services \_\_\_\_\_ \$ \_\_\_\_\_  
 ▪ Other items outside normal services \_\_\_\_\_ \$ \_\_\_\_\_

Total Balance Due \$ \_\_\_\_\_

Less non-refundable deposit \$ \_\_\_\_\_

Total Balance Due 14 days prior to Event \$ \_\_\_\_\_

Make Payable and mail to GWCMCC

P.O. Box 20491  
 Phoenix, AZ 85036  
 Attn: Facility Rentals



## **SECTION FIVE: Facility Occupant Terms**

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### **Facility Occupant Guidelines**

**1) Smoking is not permitted in any part of the building. ALCOHOLIC BEVERAGES:** Liquor may not be sold. Only a licensed catering or bartending company may serve alcohol, but not sell alcohol as part of the event. The catering and/or bartending company serving the alcohol **MUST ALSO HAVE LIABILITY INSURANCE COVERAGE** provided with their regular vendor insurance listing the Museum and Cultural Center as additional insured. **NO PERSONAL ALCOHOL IS ALLOWED.** The Cultural Center facilities may not be used for events or functions that may conflict with the interest or mission of the Cultural Center. Resolutions of conflicts are at the discretion of the Cultural Center's Executive Director.

**2) Dependent on programming the premises will not be available before Use Date and must be vacated promptly by the time specified for any particular Use Date.**

#### **3) Space Is Not Guaranteed Until Confirmation Received**

Upon approval of the facility use request by the Cultural Center an invoice for the total balance due will be mailed to the contact person. Your event will be canceled if the Cultural Center does not receive the following requirements three weeks prior to your event: Balance due of use fees, a copy of your certificate of insurance or special event insurance (**Required for private/commercial rentals**)

#### **4) EVENT SETUP AND BREAKDOWN**

The user is responsible for their own day of event decorating set up and breaks down for the scheduled program usage. The facility **must** be left in the condition it was rented. **Any damage the user will be billed.** The Cultural Center shall not be liable for any loss or damage to items left at the Cultural Center.

#### **5) DECORATIONS**

##### **The facility is rents "AS IS"**

No physical alternations may be made to any Cultural Center property. **NO HELIUM-FILLED BALLOONS MAY NOT BE BROUGHT INTO THE GYM/AUDITORIUM.** No tape, putty or spray adhesive, nails may be applied to any walls without permission by the Executive Director. The Cultural Center does not provide any storage. The Cultural Center's lightweight Value Lite folding serving rectangular and round folding tables are available for facilitating catering, registration, and dining purposes. The lightweight Value Lite tables are not available for vendor booth or setting heavy equipment on.

#### **6) FOOD SERVICE**

Arrangements for food service is the sole responsibility of the user and are not included in the rental charge. Cultural Center catering facilities are limited and are for setup and serving only. All cooking must be done off-site or in a catering truck. Once caterer is selected, the user must advise the Cultural Center of a caterer with contact names and phone numbers.



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## **7) ALCOHOLIC BEVERAGES**

Liquor may not be sold. Only a licensed catering or bartending company may serve alcohol, but not sell alcohol as part of the event. The catering and/or bartending company serving the alcohol **MUST ALSO HAVE LIABILITY INSURANCE COVERAGE** provided with their regular vendor insurance listing the Museum and Cultural Center as additional insured.

## **8) INSURANCE AND LIABILITY OR SPECIAL EVENT INSURANCE**

The user must provide public liability coverage of at least \$1,000,000.00. Such a certificate must be issued at no cost to the Cultural Center. The user's insurance company must also state that the Phoenix Monarch Alumni Association dba George Washington Carver Museum and Cultural Center will be held harmless with respect to any liability arising out of or resulting from the use of the Cultural Center facilities. A certificate of insurance or special event insurance naming the Phoenix Monarchs Alumni Association dba George Washington Carver Museum and Cultural Center as additional insured parties must be provided to the Cultural Center from the user's insurance company three weeks prior to your event. You will not be allowed to hold your function in the Cultural Center without this required certificate of insurance or special event insurance.

The Cultural Center will not be liable to the user, its guests, agents, performers or employees for any personal property. Additionally, it is the sole responsibility of the user to follow all applicable local, state, and federal safety rules and regulations and to maintain safe conditions for workers, activity patrons, guests, and the public.

## **9) SECURITY**

The user is responsible for arranging off Duty Police or Security for their event to maintain the required degree of safety and protection during their event. The user is responsible for adhering to event capacity. Violations are subject to the shutdown of the event by City of Phoenix Fire Marshall.

## **10) AUDIO & LIGHTING**

A technician will be retained for an additional fee. Users may use their own equipment; user equipment must be placed on mat or carpet if protective glides or rubber stoppers are missing. Do not place equipment directly on the wood floor.

Internet WIFI is not available.

## **11) CULTURAL EVENT STAFFING COVERAGE**

The Cultural Center at its sole discretion shall retain an event coordinator to be on-site to manage the move-in, event time, and move-out of the event.

## **12) ADVERTISEMENTS**

Any advertising or promotion by the user relating to the use of the Premises, such as newspaper releases, posters, tickets, and handbills, must clearly and conspicuously indicate the user as the sponsoring agent and the name and telephone number of a Person In Charge who may be contacted for information.



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### **13) PARKING**

There is a total of 43 designated onsite parking spaces available on the east and west area lots of the premises. 17 spaces located in the east area parking lot and 26 parking spaces in the west area parking lot. Temporary parking of 65 additional spaces is available off 4<sup>th</sup> Street side entrance of the Cultural Center premises.

### **14) CANCELLATION**

In the event a cancellation is necessary, a full refund of all balance use fees will be issued if cancellation is more than four weeks in advance of your scheduled event. Should your cancellation occur two weeks or less before your scheduled event, 50% of the balance due use fee will be refunded. Alternatively, if your scheduled outdoor event is canceled due to inclement weather, 100% refund of the balance due use fee (less the personnel fee) will be refunded.



**SECTION SIX: Indemnification Agreement**

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**Indemnification**

Facility user shall indemnify, defend and save harmless the Phoenix Monarchs Alumni Association dba George Washington Carver Museum and Cultural Center, from any and all claims, demands, suits, actions, proceedings, loss, cost and damages of every kind and description, including any attorney’s fees and/or litigation’s expenses, which may be brought or made against or incurred by the Phoenix Monarchs Alumni Association dba George Washington Carver Museum and Cultural Center on account of loss of or damage to any property or for injuries to or death of any person, caused by, arising out of, or contributed to, in whole or in any part, by reasons of any alleged act, omission, professional effort fault, mistake or negligence of Facility User, their employees/members, agents, representatives, or subcontractors, their employees, agents, or representatives in connection with or incident to the performance of this Agreement, arising out of Worker’s compensation claims of employees/members of Facility Users and/or their subcontractors or claims under similar laws or obligations. Facility User’s obligation under this section shall not extend to any liability caused by the sole negligence of the Phoenix Monarchs Alumni Association dba George Washington Carver Museum and Cultural Center, or their agents, officials, and employees.

I/We have read and understand the Facilities Use Agreement of the George Washington Carver Museum and Cultural Center. I/We further understand that as the User, it is my/our responsibility to ensure that the policy is followed to the fullest extent.

Event Contact Person

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Office Use Only**

*Rental Space Selected Fee(s)*

- Gymnasium/Auditorium**    **Conference room**    **Outside Space**

Final Amount To Be Invoiced includes rental space(s) and applicable additional fee(s)

GWCMCC Representative

Signature: \_\_\_\_\_ Date: \_\_\_\_\_