



The Atrium at the Granville Arts Center Guidelines

(Revised 5/17/17)

NOTE: Atrium "Guidelines" are subject to change without notice.

NOTICE: A sales tax of 8.25% will be added to all equipment rental fees unless you are a non-profit and/or tax exempt organization.

1. The Atrium rental includes the lobby, ballroom and outdoor courtyard and we supply and set up all tables and chairs needed for your event. The Atrium banquet chairs may not be used outdoors. Client and/or caterer must supply all linens, china, glasses, silverware, centerpieces and decorations.
2. A non-refundable deposit is required to reserve a date. (\$600 deposit is required for Friday, Saturday and Sunday events) The deposit is applied to the final balance which is due two weeks prior to the event. Payment may be Cash, Check, Mastercard, Visa or Discover Card. No space will be held without a deposit. Space is reserved on a first-come, first-serve basis.
3. **Damage/Cleanup Deposit Fee:** A damage/cleanup fee is required for all social events. **The fee is \$500, payable via Discover, Visa, or MasterCard, due (60) days prior to the event.** This is a separate fee to ensure the room is left in good condition and that the terms of the contract are met. It is **NOT** payment towards the rental fee.

Damage deposits are refundable after the event if the building is left in good condition, no damage has been done to the property or equipment, the lessee and guests have left the premises by the contracted time and all conditions of the contract have been met. **Failure to cleanup and/or vacate the building by contracted time will result in a forfeiture of the entire \$500 deposit.**

Fees for vacating the building after the contracted time are based on quarter hours at a rate of \$500 per quarter hour. If security is present, add \$50 per half hour, per officer, payable to the officers before vacating the building.

Damage/Cleanup deposits are refundable within two weeks following the event, and will be mailed to the lessee through the City of Garland Finance Department or refunded to the credit card used for the deposit. Please allow up to (30) days for processing. Checks will be mailed the address on file.

4. **Catering Policy:** You are provided with a list of caterers who have been approved for food service at the Atrium at the Granville Arts Center. All food and beverages as well as staffing related to the preparation and service of food must be provided through the approved vendors on this list (Exception: wedding/anniversary/special celebration cakes may be provided from other sources). NOTE: If for dietary or cultural reasons, you need to use a caterer that is not on The Atrium "Approved Caterers" list, then you will be required to pay an additional \$5.00 per person to The Atrium. This payment must be received at least five days prior to the event. The City does not sponsor or endorse any caterer. Please contact each individual caterer for menu options and pricing. Food service MUST accompany ANY alcohol service. NO alcohol only events are allowed. No potluck or homemade items may be brought into or served in The Atrium, either by lessee, guests, representatives or its sub-contractors. NO drop-off catering is allowed and client may not pick-up catering and bring into The Atrium venue.

IMPORTANT: Prior to contracting with a caterer, be sure to contact The Atrium office and obtain the most current published approved vendor list.

CHOCOLATE FOUNTAINS ARE PROHIBITED INSIDE THE ATRIUM.

5. Full Day Atrium rental is for a total of seven (7) hours. Half day rental is for a total of four (4) hours and is only available Monday through Thursday. The rental times include decorating, set-up and clean-up time. **Client must vacate The Atrium no later than 12:00 Midnight, if event is on a Friday or Saturday.** For Sunday events, client must vacate the building no later than 10:00 PM and for Monday through Thursday events, client must vacate the building no later than 11:00 PM.
6. The rental agreement will be in the name of the person who books the event and serves as the liaison between the Atrium and the event. If the person who makes the reservation differs from the person who signs the rental agreement, the Atrium will contact only the person who signed the contract. The person signing the rental agreement will assume ALL responsibility for the event.
7. Proof of residency is required when requesting resident rates. A current water bill or current Texas driver's license is required when signing the rental agreement, if resident rates are requested.

8. If you are requesting non-profit organization rates, your organization must be exempt from Federal income taxes under section 501(c) of the Internal Revenue Code and you may be required to provide proof of tax-exempt status.
9. Full payment of rental fees is due two weeks in advance of the scheduled event, except for City departments, which will be billed. If an event is scheduled less than thirty (30) days prior to the event, then payment in full is due upon signature of the rental agreement.
10. On-duty Atrium staff shall not perform operational services in conjunction with any event unless those services were contracted for in advance. This includes services such as slide shows, power point presentations, video presentations, WiFi internet activity, pre-recorded music and/or tracks.
11. The Atrium may not be used without a signed rental agreement.
12. The Atrium is a smoke free facility. Smoking is permitted in the courtyard and outside the main Granville Arts Center facilities.
13. No decoration of any type shall be attached to the ceiling, walls or furnishings within The Atrium. **No signage may be taped on the glass doors or windows of The Atrium.**
14. **SECURITY: Two (2) GPD Police Officers are required for any group having alcoholic beverages. Officers are also required for groups over 300 people, youth-oriented events and at the discretion of the Atrium Director. The fee is \$50 per hour, per officer, with a five hour minimum.**
15. Materials and decorations may not be attached to permanent fixtures such as walls, doors, windows, ceilings & light fixtures. Masking tape is strictly prohibited inside The Atrium. Decorations or materials may not be nailed, stapled, taped or otherwise attached to any part of the premises without explicit approval from the Atrium director. All decorative materials must be flameproof.
16. **OPEN FLAME CANDLES ARE PROHIBITED INSIDE THE ATRIUM.** however, candles may be used for ceremonial purposes with prior consent of the Atrium Director and subject to such safeguards as deemed appropriate by the Atrium Director. Electronic LED candles are acceptable. Fabrics or other decorations may need to have a Certificate of Fire Retardancy. Please check with the Atrium Director or Event Coordinator.

17. All decorations must be approved in advance by the Atrium. Prohibited decorations include, but are not limited to, straw, hay, lavender, foil stars, rice, glitter, foil and/or paper confetti, gem stones and/or faux diamond rocks less than 1” diameter, sequins, streamers and artificial snow. A \$500 clean-up fee will be assessed if any of the above items are used inside the ballroom. Balloons may not be filled with anything other than air or helium. **The client, at conclusion of event, must remove ALL balloons from the premises.** Loading and unloading must be done from the service loading area, unless prior approval has been obtained from the Atrium director.
18. Throwing of rice, confetti, sawdust, birdseed, lavender, popper streamers is strictly prohibited anywhere on the Granville Arts Center premises. Fireworks of any kind (including sparklers) are illegal and strictly prohibited unless provided by a licensed pyrotechnical company. Prior permits must be obtained and on file from the City of Garland. Tossing of rose petals or blowing bubbles is permitted, but restricted to the outside of The Atrium only. If used inside, a \$500 clean-up fee will be assessed to the Lessee. NOTE: Silk rose petals may be used inside The Atrium building.
19. Entertainment services such as DJs, bands and other performers are required to restrict music to a reasonable level. A sound pressure level exceeding 90 decibels will be considered excessive during events. If your entertainment provider does not stay in compliance, client understands and agrees that event will end and guests will immediately vacate building.
20. Equipment rented from an outside vendor may only be delivered to The Atrium during contracted facility rental time and MUST be removed from the premises at the end of event clean up. This includes tables, chairs, linens, dishes, stemware, cooking equipment, portable bars or furniture, arches, flowers, columns, PA systems, etc... Due to limited storage space and other event rentals, rental items may NOT be left in the building over night or weekend.
21. All room diagrams are to be finalized and approved by the Atrium event staff no later than (10) working days prior to the event. Late room diagrams or last minute changes may be subject to additional charges.
22. All china plates, glassware, eating & serving utensils as well as serving equipment must be provided by an approved Atrium caterer. Client may provide disposable plates/cups/utensils etc...as long as prior approval has been granted from their selected Atrium caterer.
23. Table coverings are required on all tables used for serving, drinking and/or eating.
24. The flying and operation of drones is prohibited inside the entire Atrium facility.

25. By law and under Texas Alcohol and Beverage Commission regulations, no one is allowed to bring any alcoholic beverages onto the premises. You can supply your own alcohol; however, it must be brought onto Atrium property by your caterer or a service company during the setup period of your rental time and it must be served by a TABC certified server. If you are interested in doing a cash bar, you must have a seller's permit to do so. Please contact the TABC for detailed information.
26. The staff and management of The Atrium have the right to refuse service of alcohol to any guest who appears to have symptoms of intoxication or is under the age of 21.
27. If anyone attending your function is found in possession of unauthorized alcoholic beverages, you may forfeit your rental agreement and the Atrium Staff may immediately end your function and require you to vacate the premises.
28. Alcoholic beverages shall only be consumed in the area(s) rented to you as stated in the rental agreement. Alcoholic beverages may not be consumed in restrooms, cars, foyers, parking lots, courtyards or surrounding areas of the Granville Arts Center premises.
29. All persons must dispose of their alcoholic beverages before leaving the designated rented area(s). No one is allowed to leave the Granville Arts Center premises carrying an alcoholic beverage.
30. The Atrium management will insure Lessee that its guests, participants, licensees and invitees will conduct themselves in a civil, proper and well-mannered fashion. Loud noise, disruptive conduct, or unruly, abusive or disorderly behavior is prohibited. If such occurs, Lessee may, at Atrium management's sole and exclusive discretion, be required to vacate the premises immediately with no refund of rental fee or deposit fee. For safety reasons, no unattended children allowed inside the Atrium lobby or ballroom at any time.
31. Complimentary self-parking is available. We are not responsible for loss or damage to vehicles or their contents while parked on property.
32. City of Garland policy prohibits any Granville Arts Center employee from accepting loans, advances, gifts, gratuities, or any other favors from parties doing business with the Granville Arts Center.
33. The Atrium is not responsible for lost items. The Atrium will hold any items found for a period of two weeks. After that period, the articles will be considered abandoned property and may be disposed of accordingly.

34. **Cancellation Policy:** If your event cancels for any reason, the Atrium will suffer losses, and the closer in time to the scheduled event that your cancellation occurs, the greater those losses will be. Therefore, you agree to pay at the time of cancellation liquidated damages, in addition to forfeiture of initial deposit, as follows:

More than 60 days, less than 90 days prior to event
... an amount equal to 25% of total rental fee

More than 30 days, less than 60 days prior to event
... an amount equal to 50% of total rental fee

Less than 30 days prior to event ... an amount
equal to 100% of total rental **and** equipment fees.

X _____
Client Signature

Date

Client Name Printed