



FACILITY RENTAL AGREEMENT

The Paradise Center for the Arts facility is available for rentals by individuals, community groups, and businesses. Rates are hourly, with minimums noted if applicable.

To inquire about space availability, contact Rob Ordahl at (507) 332-7372.

DISCOUNTS

- A 15% discount will be offered off the rental rate when two or more rental spaces are booked simultaneously for a single event.
- A 15% discount is offered for non-profits.
- Friends of the Arts members receive one free hour of conference room rental per year with paid membership. (\$150/year) and a free facility tour.

Additional services are as follows:

- Custodial services - \$50 will be charged to the renter if the lab/classroom needs to be cleaned after the rental.

CLASSROOM AND LAB RENTAL

All classrooms are adjacent to water fountains, restrooms, elevator and stairs. Handicapped accessible bathrooms in the basement and on the first floor are available at all times.

Available equipment (in addition to classroom-specific equipment):

- Audio/Visual for DVD/video or PowerPoint projection
- Drawing stools
- Drawing easels
- Tables
- Chairs

1ST FLOOR TUMA FAMILY CLASSROOM - 273 sq. ft. – \$40/hr

Features: Sink and cabinets; one wall is all window and this room has bright natural light – perfect for usages where excellent lighting is important. This classroom is adjacent to the lobby and can be rented as an extension of the lobby space for large gatherings.

Approximate Capacity: 15-20 people seated in rows or 10-15 at tables

Suitable usages include:

- General Classroom
- Drawing/Painting Classes
- Meeting Space

2ND FLOOR LARGE CLASSROOM – 470 sq. ft. – \$50/hr

Features: Sink and cabinets; this classroom is adjacent to a small kitchenette, the glass and textile labs and the darkroom.

Approximate Capacity: 35-40 people seated in rows or 20-25 at tables.

Suitable usages include:

- General Classroom
- Photography, Cooking, Textile and Glass Classes
- Meeting Space

2nd FLOOR SMALL CLASSROOM – 360 sq. ft. – \$40/hr

Features: Sink and cabinets; this classroom is adjacent to a small kitchenette, the glass and textile labs and the darkroom.

Approximate Capacity: 20-25 people seated in rows or 12-16 at tables

Suitable usages include:

- General Classroom
- Photography, Cooking, Textile and Glass Classes
- Meeting Space

2nd FLOOR GLASS WORKS LAB – 175 sq. ft. – \$30/hr

Features: Paragon Electric Glass Slumping Kiln and stained glass equipment. Artists should bring their own glass and supplies. With approval, they may use the equipment. Additional equipment usage should be submitted for approval by management before use. (Including any heating equipment, torches, etc.)

Approximate capacity: Eight people at counter and around table. For larger classes, we recommend renting adjacent classroom space.

Suitable usages include:

- Stained Glass, Glass Bead-making, Glass-slumping production and classes
- Available both as a classroom and for individual rental.

2nd FLOOR FIBER WORKS LAB – 280 sq. ft. – \$30/hr

Features: Sink, sewing machines, residential washer and dryer, residential electric stove w/oven, and shower stall for fabric dying.

Approximate capacity: Eight people at counter and around table. For larger classes, we recommend renting adjacent classroom space.

Suitable usages include:

- Batik
- Quilting with dyed textiles
- Other textile art
- Available both as a classroom and for individual rental.

2nd FLOOR DARKROOM – 135 sq. ft. – \$30/hr

Features: Film developing equipment (enlargers, trays, etc.), trough-style sink, darkroom doors and lighting (Usage of equipment is subject to approval)

Approximate capacity: Four people in darkroom at a time. For larger classes, we recommend renting adjacent classroom space.

Suitable usages include:

- Black and White and Color Photography developing
- Photographic Collage
- Available both as a classroom and for individual rental.

2nd FLOOR CLAY WORKS LAB – 1400 sq. ft. – \$150/hr

Features: Five Wheels, slab roller, extruder with various dies, wedging table, canvas-covered work tables.

The Paradise also sells clay either alone or as part of a glazing and firing package so students can glaze and fire their work at the art center. The Paradise also has many books on ceramics available for reading. There is a \$15 deposit to check out books. (We really want them back.)

Approximate Capacity: The Clay Works area is flexible enough to accommodate 30-40 potters.

Suitable usages include:

- Single purpose pottery classes (work zone rental)
- Multi-technique or general/basic pottery classes (full lab rental)
- Sculptural pottery (full or work zone rental)
- Available both as a classroom and for individual rental.

This area is also rentable in work zones:

CLAY WORKS LAB (WHEEL THROWING ZONE) – ~500 sq. ft. – \$75/hr

Features: Wheels, work tables and access to glazing and firing.

2nd FLOOR CLAY WORKS LAB (HAND BUILDING ZONE) – ~500 sq. ft. – \$75/hr

Features: Slab roller, extruder, work tables and access to glazing and firing.

BASEMENT SMALL CONFERENCE ROOM – 360 sq. ft. – \$40/hr

Features: Conference table and seating.

Approximate Capacity (dependent upon arrangement): ~15 people

Suitable usages include:

- General Classroom
- Meeting Space

BASEMENT LARGE MULTI-USE ROOM – 850 sq. ft. – \$85/hr

Features: Flexible space which can accommodate anything from open rehearsal or audition area to full seating with podium and speaker. Large white walls allow for projection. This space also works as a large multi-use classroom with tables and chairs.

Approximate Capacity: 60-80 people seated around tables or 100 in chairs.

Suitable usages include:

- General Classroom
- Meeting Space
- Rehearsal/audition Room
- Film preview room

AUDITORIUM AND LOBBY RENTAL

LOBBY – 884 sq. ft. – \$90/hr - MINIMUM TWO HOUR RENTAL

This beautifully restored space is adjacent to kitchen facilities, fully equipped men's and women's restrooms, exhibition and retail galleries and classroom space. If additional space is needed, those areas may also be available for rental. *Lobby access is included with auditorium rental, and is not available as a separate space when the auditorium is in use.*

Usages that we can accommodate in the lobby include:

- Kitchen usage and concession equipment. Catering, including alcohol or other beverages, is allowed, but is the responsibility of the renter as detailed in "[asdfkj](#)." We are happy to provide recommended caterers and servers.
- Tables and seating

AUDITORIUM – \$100/hr - MINIMUM TWO HOUR RENTAL

Restored to its original splendor, the auditorium is a great space for conferences, performances, rehearsals and other uses. The auditorium is available either as a stage space or for use as a screening/lecture area.

Equipment usage is included in rental of auditorium, and is subject to approval by Paradise staff. Some equipment is sensitive and requires trained and authorized personnel to use it, so be sure to let us know your specific needs.

Usages that we can accommodate in the auditorium include:

- 16 x 16 movie screening
- Power Point projection onto movie screen
- Sound amplification throughout
- Lighting throughout
- Staging
- Podium available for speaking/lectures
- Seating for 315 on the main floor, with auxiliary thrust stage in use (365 seats with the thrust stage removed)
Seating includes 6 stationary seats in the balcony with bonus square footage.

Rental rate includes:

- Use of the green room
- Use of the lobby space during performances
- Access to rental space during pre-arranged times

- Access to kitchen
- Sale of concessions upon request (does not include concessions staffing fees)

Additionally, the Paradise offers the option of ticketing:

Faribault Daily News Box Office

Paradise Center for the Arts provides box office services for events held in the facility. There is a \$35.00 set-up fee plus \$1.00 per ticket sold for this service. The box office is open during regular business hours: Monday through Friday, 10:00am to 5:00pm; Saturday, 10:00am to 2:00pm, and one hour prior to each public performance. Hours are subject to change.

Staffing, janitorial and other additional fees are listed separately and apply for all facility rentals.

Paradise Center for the Arts will provide an on-site event coordinator during the event. The coordinator's duties can include but are not limited to: assisting caterers and other vendors with rental space and access, directing and registering guests and serving as hosts (if applicable) and generally providing a Paradise presence throughout the event.

Additional services are as follows

Front of House personnel (after 5:00pm)	\$25/hr (required)
Custodial services	\$50/day (required)
Concessions staffing	\$15/hr

Other information and Service

Facility Tours

Tours of the facility are available for an additional \$10 fee. Friends of the Arts members receive one free hour of conference room rental per year with paid membership (\$150/year) and a free facility tour.

Catering Services

Paradise Center for the Arts does not operate on-site catering services. Any catering services must be contracted by the renter. Food must be provided by catering or deli services licensed through the Minnesota State Department of Health. Under no circumstances are renters allowed to bring in and serve food. Renters may bring in the caterer of their choice and are under no obligation to work with a specific caterer. If a caterer has never worked at Paradise, they must supply a copy of their license and insurance. Deliveries, set-ups/tear downs, and pick-ups are coordinated with the event coordinator. There is a \$100.00 reception charge per event whenever food is served in the Lobby.

Alcohol

Alcohol, with the exception of red wine, is allowed with prior approval by the Paradise Center for the Arts' Executive Director and must be provided by the renter. Kegs and cash bars are not allowed. Final call for your service bar is one hour prior to the end of your event. Renters need to provide evidence of general liability insurance with limits of \$1,000,000 (combined single limit), including bodily, personal and property damage. You can choose to purchase liability insurance through the Paradise Center for the Arts at a nominal fee if you do not have sufficient coverage. Unopened alcohol must be removed from the building by 12:00 A.M. Opened bottles will be disposed of.

Floral Services

All floral services must be contracted by the renter. Deliveries and pickups are coordinated with the event coordinator.

Party Rental Services

Any items rented for occasions (draping, tents, etc.) are to be contracted by the renter. Deliveries, set ups/tear downs, and pick-ups are coordinated with the event coordinator.

Decorations

Renters may provide decorations for their event, however, to protect the beauty of the space, we do have decorating restrictions. Do not tape anything onto any painted surface. All candles must be enclosed in glass. Glitter and/or confetti cannot be thrown in the building or used as table decorations. If balloon bunches are used, they must be weighted with something other than sand. Damage fees will be assessed if these restrictions are not observed. It is

the renters' responsibility to inform caterers / decorators of these rules. All decorations must be removed by 12:00am. A removal fee will be assessed for items remaining in the building.

Coat Check

Paradise Center for the Arts has self-serve coat racks available at no charge. If a coat check service is desired, the renter must supply attendants.

Music

Amplified music and DJs are allowed. There is access to standard 110 and 220 volt, 20 and 30 amp power sources. All cords in traffic areas must be taped down.

Equipment

A podium is available at no charge. Any additional equipment needs, such as A/V, projectors, computers, microphones, or other specialized equipment or technical assistance must be contracted by renter.

Parking Services

On-street parking is conveniently located in front of the building on Central Avenue as well as on side streets and in the parking lot behind the building.

Storage

There is no storage space available at Paradise Center for the Arts. Arrangements may be made to leave items over night at the client's risk.

Damage/Loss

Paradise Center for the Arts is not responsible for the loss of or damage to any items brought into the building. By signing a rental agreement, renter accepts responsibility for any damage to the space they are renting as well as any furnishings and equipment.

After Hours On-Site Management and Security

An on-site manager must be scheduled to provide building oversight during weekend and evening (after 5:00 p.m.) events. The charge for an on-site manager is \$25.00 per hour.

Museum guards must be scheduled to provide gallery security during after-hours events when the exhibition galleries are open. The number of guards needed depends on the number of guests. The charge for museum guards is \$20.00 per guard, per hour. If desired, guided tours of the exhibit can be provided at the rate \$25.00 per tour of 15-20 people.

RENTAL GUIDELINES

- Events may be held from 8:00 AM to midnight. Paradise-sponsored programs and co-sponsored events have first priority for the use of space.
- Smoking is not permitted in Paradise Center for the Arts.
- Food and beverages are not allowed outside of the rental spaces.
- Renters must gain prior approval from the event coordinator for music and volume levels; the use of candles, Sterno, or any flame; and decorations.
- Renters must notify the event coordinator two weeks in advance of any arrangements made for delivery of equipment or materials.
- All pricing and availability are subject to change until contract is signed.
- The rental time must encompass time for all set-up and clean-up activities.
- A patron or corporate level membership is required to rent space for a corporate event. A family membership is required to rent space for a non-corporate private event. This tax-deductible contribution gives the benefit of membership for one year and helps support Paradise Center for the Arts programs. Anyone may become a member.

Contract

A signed Facility Rental Agreement is required for all rentals at Paradise Center for the Arts. This confirms that the rental customer has read and agrees to the policies and procedures outlined therein. An invoice will be completed at

that time to confirm the spaces being rented and terms. The contract must be signed and returned to Paradise Center for the Arts, along with the rental fees, 30 days prior to the event. A copy of the contract is available upon request.

Insurance

Renters must provide proof of insurance for the event either through Commercial General Liability Insurance or by purchasing Special Event Coverage through Paradise Center for the Arts.

BOOKING/CANCELLATION POLICIES

- A temporary hold may be placed for up to two weeks. A \$100 non-refundable, security deposit is required to confirm a reservation. This deposit is applied to the final rental bill.
- Acceptable forms of payment include cash, check, or credit card.
- All forms of payment require a 50% pre-payment at the time the contract is signed, with the remaining balance to be paid one week prior to the day of the event.
- All dates are reserved on a first come basis.
- Reservations cancelled more than 30 days prior to event will receive a refund of all but \$25 administrative fee. Reservations cancelled less than 30 days prior to event will receive a 50% refund less a \$25 administrative fee. Reservations cancelled less than 14 days prior to event will not be refunded.

PARADISE

CENTER FOR THE ARTS

321 CENTRAL AVENUE NORTH

FARIBAULT, MINNESOTA 55021

507 • 332 • 7372

INVOICE

DATE:

BILL TO:

<u>Project and Space Description</u>	<u>Time/Amount</u>	<u>TOTAL</u>
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TOTAL DUE >>> \$

THANK YOU

REMIT TO PARADISE CENTER FOR THE ARTS NO LESS THAN 30 DAYS PRIOR TO EVENT