

HFAC/THE BURLESON CENTER RENTAL INFORMATION AND GUIDELINES

Personal, Business & Wedding Rentals

Rental Information

Contact the center by phone 256 773 4046, 256 227 6284 or 256 227 2538 or by email lindanewman@bellsouth.net or randy.garrison1962@gmail.com for information or to rent the facility.

Complete Application at the facility or download from the website www.hartsellefineartscenter.org and pay damage deposit of \$300.00. Events where alcohol will be served will incur an additional \$200.00 deposit. The deposit will be refunded within 10-12 business days provided the building is not damaged and left in clean rentable condition. No exceptions. If the rental is cancelled less than (7) days before rental the deposit will not be returned.

Deposit for a single room rental only will be \$100.00. This does not include the kitchen, auditorium or upstairs reception area.

The maximum occupancy capacity for the downstairs area is 299.

Rental Rates

Rental of entire building (upstairs and downstairs, does not include kitchen) for first six (6) hours is \$500.00. Each additional hour will be charged at the rate of \$25.00 per hour. The time includes any set-up, decorating or cleaning of the facility.

The rental of the auditorium only will be \$250.00 for first four (4) hours. Each additional hour is \$25.00. Additional room rentals are \$25.00 each for the entire rental time. Upstairs reception area rental is an additional \$100.00 for the entire rental time.

Rental of the upstairs reception area will be \$150.00 for the first (4) hours. Each additional hour will be charged at \$25.00 per hour. Additional room rentals are \$25.00 each for the entire rental time.

Room rentals (excludes auditorium, kitchen and reception area upstairs) \$25.00 per hour with a (2) hour minimum.

Rental times include set-up and clean-up times. For each (15) minutes into the next hour you will be charged for an additional hour.

Use of the sound system will be a \$50.00 additional charge and the operator must be approved by a board member. Use of the projector and screen will be an additional \$50.00 charge and the operator must be approved by the member of the board of directors. The person renting the facility will be responsible for payment to the sound system operator.

An attendant will unlock the doors to the facility at the agreed upon time (the attendant is not responsible for set up of the building.)

Long Term Rental of Building

The building is available for rentals for extended days. The minimum length for long term rental is 5 days. The maximum rental is 9 days. Rental fees are \$200.00 per day. This rate includes the entire useable portion of the building. All other charges apply including chairs, tables, and the sound system.

Kitchen Use

The use of the kitchen will incur an additional cost of \$150.00 per day. This cost will include the use of the range, refrigerators, dishwasher, food warmer, food prep and three-compartment sink as well as food prep tables and serving tables.

Tables & Chairs

There are round tables, rectangular tables and white folding chairs, which are available for rental, upon request. Rental costs for a table and up to 8 chairs are \$10.00 per set; rental of chairs only will be \$1.00 each, with the rental of the facility. It is the responsibility of the group renting the facility to return the tables and chairs to the location in which the items were found. No rental of tables and or chairs is available without rental of the facility.

Clean-Up

You will be given a checklist when the rental agreement is signed and all portions of this should be completed prior to leaving the facility. An attendant will check the building on the agreed upon time for cleaning and for any damage to the building.

Cleaning Option

If you desire we can arrange clean-up of the facility for a fee of \$125.00. The person or persons renting the facility would be responsible for removing anything brought into the facility as well as all trash. The building would then be cleaned by a person hired by HFAC/The Burlison Center.

The person signing the rental agreement on behalf of themselves or the group they represent agrees to indemnify and hold harmless HFAC/The Burlison Center, Hartselle Historical Society, and the Hartselle Board of Education for any and all legal claims of any nature and kinds arising from the rental of the facility. The person signing this agreement accepts responsibility to inform other members of their organization of all the rules and regulations.

The facility should not be left unattended while it is left unlocked in your possession.

In the event alcohol is to be served the following must be followed:

- **An additional deposit of \$200.00 is required.**
- **If beer and wine are served, at no charge, the renter is responsible for their guests.**
- **If liquor is to be served, or a cash bar is to be available a business or person with an approved state and city alcohol license must be retained or hired by the renting party. This business and or person will serve as a bar tender and must apply for a special events permit from the State of Alabama and the City of Hartselle.**

- If liquor is to be served or sold, a minimum of two (2) security officers shall be required. Additional security may be required and will be determined by a board member, depending on the type of event to be held. The costs of the security officers would be the responsibility of the person or persons renting the facility.

No tobacco of any form or vaping is allowed on the property. No adhesives, nails, tacks, glue, etc. should be used on any part of the facility.

The heating/cooling systems should not be adjusted; no additional doors or windows should be unlocked.

The Board of Directors of HFAC/ The Burleson Center reserves the right to refuse rental to any person, group, or organization.

Organization

Representative of Organization

Date

HFAC/The Burleson Center Representative