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## *Rental Information*



The expanded River Gallery and Cottonwood Terrace offer a unique and elegant setting for your special events. Our facilities provide a great venue to host your conference, meeting, wedding, reunion or other functions. The information below should help guide you in making your decision to host your event at the Shiawassee Arts Center --- we want to make it a memorable occasion.

### **River Gallery**

The 1,200 square foot River Gallery on the main floor of the Arts Center and overlooking the Shiawassee River seats up to 72 guests or 200 guests standing in an "open house" style event for breakfasts, brunches, lunches, dinners, cocktail parties, weddings, receptions, meetings and fundraisers every day of the week.

The River Gallery is available for your event Monday through Sunday 7:00am through midnight.

Included with the River Gallery rental is the use of the Moore Gallery and setup of up to seven 60" round tables, one 8-foot rectangular table and 72 white chairs. Client, caterer or SAC may provide linens if desired.

### **Cottonwood Terrace**

The second floor open air Cottonwood Terrace overlooking the Shiawassee River accommodates up to 20 guests seated or 50 guests standing and is open year round weather permitting. In case of inclement weather your event will be moved to the River Gallery, space permitting. If SAC is not able to accommodate your party within the facility due to other commitments you will be given the opportunity to reschedule or be refunded your money minus a \$50 processing fee.

Cottonwood Terrace is available for your stand alone event every day of the week noon to 9:00pm. If both the River Gallery and Cottonwood Terrace are rented together hours are the same as for the River Gallery and a discount rental fee applies (please see attached rental rates).

Included with the Cottonwood Terrace rental is the use of the Woodard furniture which must remain on the terrace, one 6-foot table, two 4-foot tables, and 20 folding chairs.

### **SAC Policies**

1. **The Shiawassee Arts Center is a smoke-free facility inside and outside.**
2. Without a security deposit event date will be tentatively held for two weeks. In the instance that two parties request the same date the earlier inquiry will have priority.
3. A \$250 security deposit must be received with the signed rental agreement to confirm event reservation. SAC accepts cash, check, Visa or Master Card. There is a \$35 fee for insufficient fund checks. The deposit will be returned within two weeks after the event when all is finalized. If there is damage to SAC artwork during rental client is responsible for purchase of damaged work.
4. Rental fee and guest count is due seven days prior to the event.
5. Renter has the option of providing his/her own food or choose his/her own caterer (who must have signed catering contract with SAC).
6. Kitchen may not be used to prepare cooked food. SAC kitchen is available for staging food only. Additional amenities are available for rent through events coordinator. They include:

- Additional Tables, Tea Cart - \$10ea
- Additional Chairs - \$ 1ea
- Coffee Urn, Silver Punch Bowl, Bar - \$20ea
- Piano and/or Kitchen area - \$25ea
- Floor length Linens - \$10ea
- Linen and/or Glass Table Toppers - \$ 5ea

7. The SAC Events Coordinator must approve all decorations two weeks prior to an event. No tape, nails, tacks or staples may be used. Candles are not allowed except for during a wedding ceremony. Confetti, glitter, rice, birdseed, bubbles and balloons are not permitted.

8. Children under the age of 13 must be supervised by an adult throughout the rental.

9. At the end of the event client is responsible for leaving the rental space in the condition found and refuse generated must be removed by renter or caterer or pay fee per bag.

10. Renter is required to adhere to contracted time and is required to remain until the end of the event and all guests have left. Rental time begins when the decorator/caterer/setup crew arrives and ends when the SAC representative has verified that the rental policies have been fulfilled. In event that additional time is required, rental rate will be assessed at 30-minute intervals (cleanup/takedown, etc.).

11. Events canceled prior to four weeks of the event date will receive a full refund minus a \$50 processing fee. Events canceled within four weeks prior to the event will result in loss of security deposit.

## **Wine/Beer/Spirits**

Renter must provide SAC with proof of personal liability insurance in the amount of at least \$300,000 (standard clause in homeowner's policy) and have on file a week prior to event.

### **For Personal Non-ticketed Event**

1. Guest/Renter may not charge guests for beer, wine and spirits
2. Renter must add SAC onto homeowners/business owners insurance policy as a rider. A copy of the rider must be provided to SAC prior to event.
3. A certified bartender must service the bar.

### Ticketed event or Fundraiser

1. Renter must obtain a one-day liquor license from the State of Michigan and provide SAC a copy.
2. Renter must obtain a one-day liquor license from the State of Michigan and provide SAC a copy.
3. A certified bartender must service the bar.

### **Entertainment**

Live music/performers and sound systems are allowed under certain guidelines. If indoor dancing will be part of the event \$250 will be added to the security deposit. If music will be outdoors client must adhere to City of Owosso noise ordinance.

The SAC Events Coordinator must approve all entertainment upon signing of contract.

### **Parking**

Free parking is available for guests in the lot next to SAC, along one side of Curwood Castle Drive and Bradley Street, across the street in the designated parking lot and in the Woodard Paymaster Building parking lot.

## Rates

### SAC MEMBER RATES

#### River Gallery (Moore Gallery included)\*

1 – 72 guests: \$150 for 2 hours, \$50 per hour after

73 – 200 guests: \$200 for 2 hours, \$75 per hour after

#### River Gallery and Cottonwood Terrace (additional)

1 - 50 guests: \$50 per hour

#### River Gallery and Outdoors (additional)

1 – 72 guests: \$100 for 2 hours, \$50 per hour after

73 – 200 guests: \$150 for 2 hours, \$75 per hour after

#### Cottonwood Terrace Only

1 – 50 guests: \$100 for 2hrs, \$35 per hr after

#### Outdoors Only

Up to 300 guests: \$200 for 2 hours, \$75 per hour after

#### Additional Amenities

Piano, Coffee Urn, Silver Punch Bowl, Bar, Oven/Refrigerator, Linens, Podium, Additional Tables and Chairs, Refuse Removal

### SAC NON MEMBER RATES

#### River Gallery (Moore Gallery Included)\*

1 - 72 guests: \$200 for 2 hours, \$75 per hour after

73 – 200 guests: \$250 for 2 hours, \$100 per hour after

#### River Gallery and Cottonwood Terrace (additional)

1 – 50 guests: \$75 per hour

#### River Gallery and Outdoors (additional)

1 – 72 guests: \$150 for 2 hours, \$75 per hour after

73 – 200 guests: \$200 for 2 hours, \$100 per hour after

#### Cottonwood Terrace Only

1 – 50 guests: \$150 for 2hrs, \$50 per hr after

#### Outdoors Only

Up to 300 guests: \$250 for 2 hours, \$100 per hour after

#### Additional Amenities

Piano, Coffee Urn, Silver Punch Bowl, Bar, Oven/Refrigerator, Linens, Podium, Additional Tables and Chairs, Refuse Removal

### NON PROFIT RATES

#### River Gallery (Moore Gallery Included)\*

1 - 72 guests: \$75 for 2 hours, \$35 per hour after

73 - 200 guests: \$150 for 2 hours, \$50 per hour after

#### River Gallery and Cottonwood Terrace (additional)

1 – 50 guests: \$35 per hour

#### River Gallery and Outdoors (additional)

1 – 72 guests: \$75 for 2 hours, \$35 per hour after

73 – 200 guests: \$100 for 2 hours, \$50 per hour after

#### Cottonwood Terrace Only

1 - 50 guests: \$75 for 2hrs, \$25 per hr after

#### Outdoors Only

Up to 300 guests: \$150 for 2 hours, \$50 per hour after

#### Additional Amenities

Piano, Coffee Urn, Silver Punch Bowl, Bar, Oven/Refrigerator, Linens, Podium, Additional Tables and Chairs, Refuse Removal

SAC Rental Rates November 2011

\*NORTH GALLERY NOT AVAILABLE FOR USE DURING EVENTS

## Caterers

A Catered Affaire  
Doyle Kitchell  
218 West Ottawa

Eddie O'Flynn's Inc.  
Debbie Hall & Adam Baumgaertel  
2280 West M-21

Lansing, MI 48917  
517.372.7370

Owosso, MI 48867  
989.723.6741

Tom and Arla Louks  
618 South Union  
Owosso, Michigan 48867  
989.725.9148

Roma's Back Door  
John Orin  
200 East Comstock Street  
Owosso, MI 48867  
989.725.5767

Courtside Café  
Justina Miller  
211 North Washington Street  
Owosso, MI 48867  
989.720.8161

Wrought Iron Grill  
John Lowman  
301 South Elm Street  
Owosso, MI 48867  
989.472.9025

## ***Musicians***

413.0093	Terry Bush	jazz band
277.5195	Richard Lahmann	piano
989.666.2826	Brent Smith	piano/voice
989.640.5409	Paula Darling	piano
517.675.7066	Nunez Family	many instruments
720.4402	Donna Rose	piano
743.5000	Jack Johnson	piano
666-4470	Karen Friday	piano