



**goArt!**

## **SEYMOUR PLACE**

201 East Main Street, Batavia, New York

### **RENTAL RATES**

**\*Please note that your requested event date will not be confirmed until you have filled out and submitted the enclosed forms to GO ART!.**

#### **Non-Profit Rates**

*(\$50 refundable security deposit)*

\$30 half-day (4-5 hours) per room

\$45 full-day per room

\$250 full downstairs

#### **Business/Individual Rates**

*(\$75 refundable security deposit)*

\$60 half-day (4-5 hours) per room

\$80 full-day per room

\$350 full downstairs

*Above rates include 2 free hours of set-up / decorating time and the set-up of tables and chairs by GO ART! Staff.*

**When renting GO ART! Seymour Place for an event, you must choose to use one of our Preferred Caterers: The D&R Depot, (40 person minimum - Sean or Nancy, 585-768-6270; [www.dandrdepot.com](http://www.dandrdepot.com) to see menu), or Zambistro, (Michael Zambito, 585-798-2433; [www.zambistro.com](http://www.zambistro.com) to see menu). A representative of the Preferred Caterers must be on-site at all times during your event. Please contact them directly for assistance.**

**\$5 from every rental is allocated for restoration of this Historic Landmark.**

**goArt!**

## **SEYMOUR PLACE**

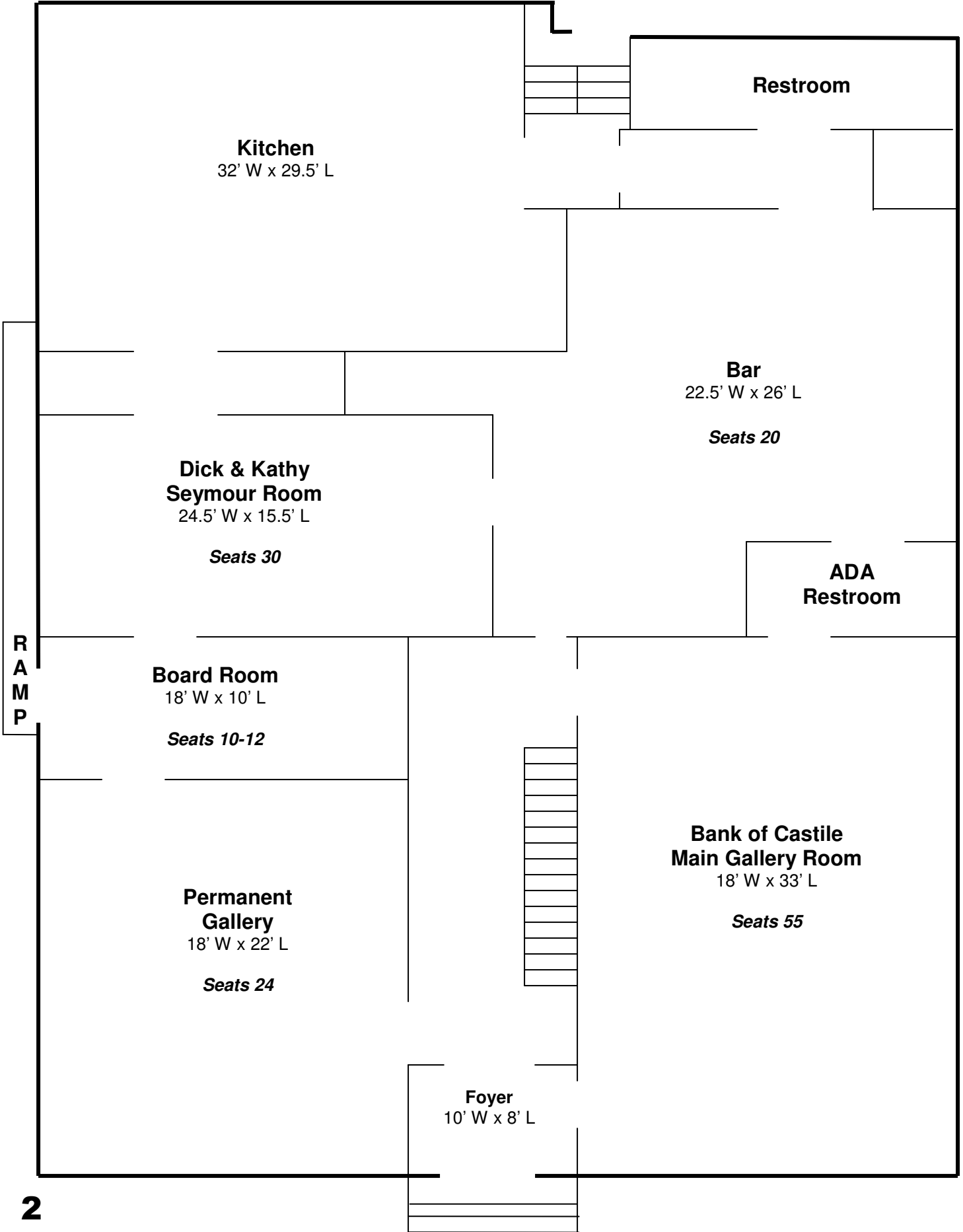
201 East Main Street, Batavia, NY, 14020

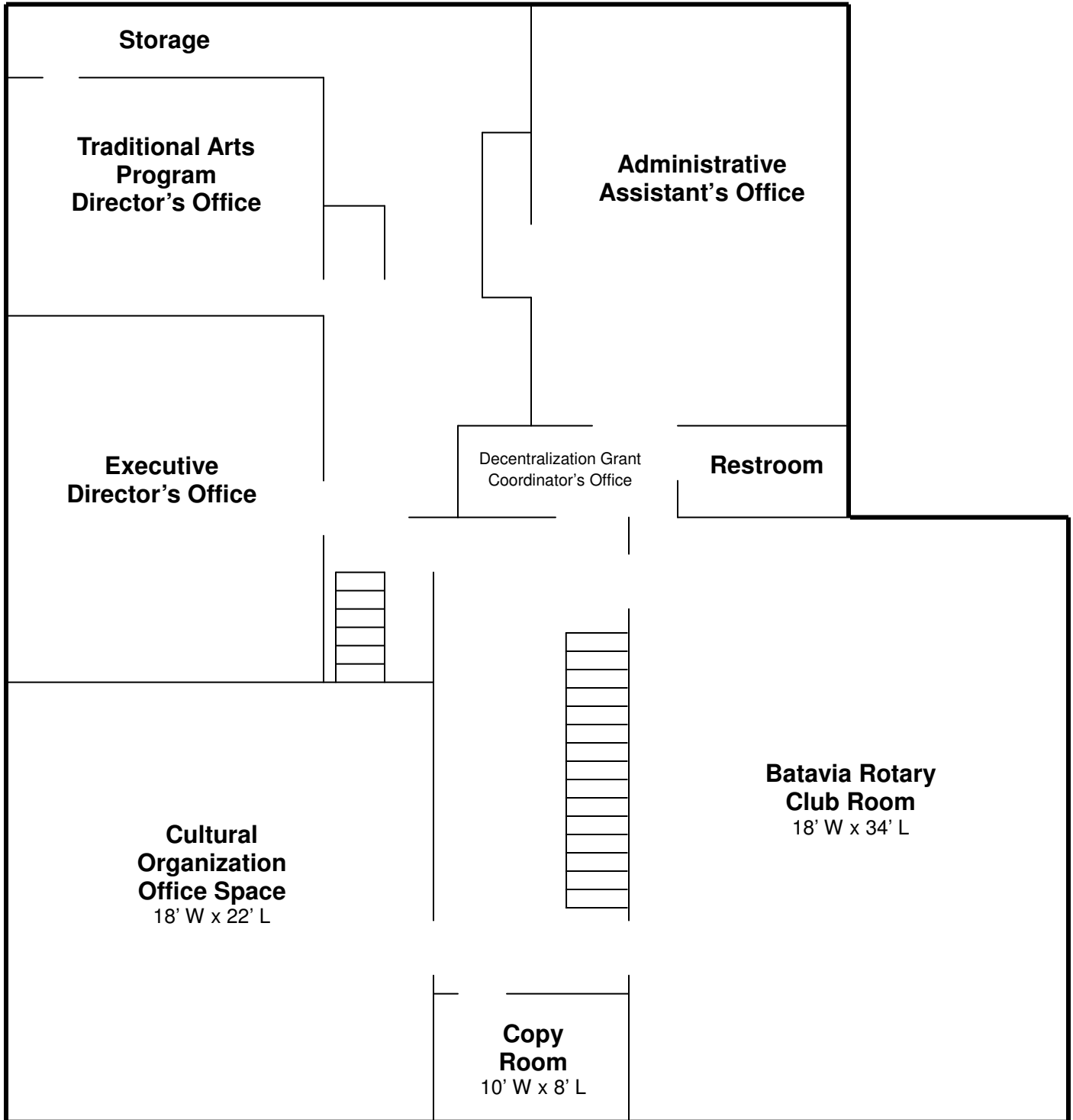
Tel 585.343.9313 • Fax 585.345.1608

[info@GOart.org](mailto:info@GOart.org) • [www.GOart.org](http://www.GOart.org)

GO ART! Seymour Place

FIRST FLOOR





# **GO ART! SEYMOUR PLACE GUIDELINES & FACILITY USE**

1. It is the responsibility of Lessee to pay for any damages that result from their activity (e.g. broken window, mirror, scratches to wood, paint or wallpaper, damage to walls and/or restrooms).
2. GO ART! staff is responsible for set-up of tables & chairs and any arrangement of furniture as agreed upon.
3. Lost and found items are the responsibility of the Lessee.
4. Decorations may not be attached with tape, pins, tacks or nails. All decorations must be removed prior to departure.
5. Only "floating" candles or candles enclosed in hurricane lamps are allowed.
6. Smoking is prohibited in GO ART! Seymour Place.
7. Illegal activities are prohibited in GO ART! Seymour Place.
8. All rentals require a security deposit of \$50 for Non-Profits, \$75 for Businesses / Individuals. This deposit will be returned pending inspection of the rented area.
9. GO ART! is protected by its own liability insurance policies but Lessees are not covered. Lessees are required to make their own arrangements for the time period involved.
10. Lessee must be 21 years of age or older.
11. Rental functions and clean-up must be concluded by 11 pm on the day of the event unless special permission is granted.

\_\_\_\_\_  
Signature Lessee

\_\_\_\_\_  
Signature GO ART!

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

*Thank you for helping to preserve GO ART! Seymour Place.*

# INFORMATION SHEET

RENTAL DATE: \_\_\_\_\_

EVENT: \_\_\_\_\_

Where/How did you hear about us? \_\_\_\_\_

Room(s) to be used:

Bar       Dick & Kathy Seymour Dining Room       Permanent Gallery

Board Room       Bank of Castile Main Gallery       Batavia Rotary Club Room

Primary Contact Person

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone(s) Home: \_\_\_\_\_ Work: \_\_\_\_\_ Other: \_\_\_\_\_

Email: \_\_\_\_\_

Alternate Contact Person

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Event start time: \_\_\_\_\_ Event end time: \_\_\_\_\_

Number of people: \_\_\_\_\_

Access start time: \_\_\_\_\_ Access end time: \_\_\_\_\_

Selected Caterer:       D&R Depot (40 person minimum)       Zambistro

Alcohol:       Yes       No      Chairs/tables setup:       Yes       No

Decorator's Name: \_\_\_\_\_

Entertainment Name: \_\_\_\_\_

Rentals from: \_\_\_\_\_

**Homeowner/Liability Insurance Company Representative:** Lessee will name GO ART! as an additional insured on it's Liability Policy as respects the use of the GO ART! premises. Lessee will provide proof of insurance with liability limits of \$500,000 bodily injury and property damage.

# GO ART! RENTAL AGREEMENT

This agreement is made this \_\_\_\_\_ day of \_\_\_\_\_ between GO ART!, Lessor, hereinafter referred to as "GO ART!" and \_\_\_\_\_, hereinafter referred to as "Lessee."

GO ART! agrees to the use of GO ART! Seymour Place for \_\_\_\_\_  
\_\_\_\_\_ (event).

Specific set-up arrangements can be found on attached Information Sheets and Guidelines and must be verified by Lessee.

The Lessee agrees to pay GO ART!, with the return of this signed agreement, a non-refundable deposit of 50% of total (balance is due day of event), and a refundable security deposit of \$50 for Non-Profits and \$75 for Businesses/Individuals.

Lessee certifies that the name, address, contact person and communication numbers are as stated below.

- a) Lessee \_\_\_\_\_
- b) Lessee's Address \_\_\_\_\_
- c) Phone \_\_\_\_\_ Fax \_\_\_\_\_
- d) Contact Person \_\_\_\_\_
- e) Email \_\_\_\_\_
- f) Access begins \_\_\_\_\_ Access ends \_\_\_\_\_
- g) Event Time(s) \_\_\_\_\_
- h) Fee for this event is \$ \_\_\_\_\_

All items listed below are mutually agreed upon between GO ART! and Lessee and are certified as accurate by the Lessee. All changes to said contract must be made in writing and initialed by both parties. GO ART! Seymour Place attachments are hereby made a part of this Agreement.

GO ART! is a "smoke-free" environment. Smoking is not permitted inside Seymour Place.

If alcoholic beverages are to be served, please fill out and sign GO ART! AND THE USE OF ALCOHOL document.

Cancellation by Lessee: Should Lessee desire to cancel this Agreement and if notification is given in writing to GO ART! at least 30 days prior to the date of scheduled rental, GO ART! shall require one half of the contract rent as liquidated damages, plus any additional expense incurred, and the Lessee and GO ART! shall be relieved of any further obligations under this Agreement. If Lessee cancels less than 10 days prior to the date of scheduled rental, GO ART! shall require full payment, as replacement of revenue by another rental is impossible at this time.

**Cancellation by GO ART!:** Should GO ART! desire to cancel or be unable to perform this Agreement and if notification is given in writing to the Lessee at least 10 days prior to the date of scheduled use, GO ART! shall return any rent payment and Lessee and GO ART! shall be relieved of any further obligation under this Agreement.

**Reasons for Termination of Agreement:** GO ART! may terminate this Agreement if lessee fails to perform any of its obligations herein set forth or appears to GO ART! to be financially insecure, in violation of the law, or about to default under the terms of this agreement. Upon termination of this Agreement for whatever reason, Lessee agrees to promptly remove, at Lessee's expense, all its property from GO ART!'s premises within 24 hours and to forfeit all advance payment made to GO ART!.

**Indemnity:** Lessee hereby agrees to protect, indemnify and hold harmless GO ART! from and against any and all claims, demands, damages, judgements or liabilities (including liabilities for penalties and attorney's fees) of any nature whatsoever resulting from, arising out of, or in any way connected with the Event. Lessee will name GO ART! as an additional insured on it's Liability Policy as respects the use of the GO ART! premises. Lessee will provide proof of insurance with liability limits of \$500,000 bodily injury and property damage.

**Force Majeure - Act of God:** GO ART! shall be under no liability for failure to perform the terms of the Agreement should such failure be due to strike, accidents, riots, epidemics, civil tumult or act of God. This includes acts or regulations of government authorities and agencies, or any cause beyond the control of GO ART!.

If the rental venue hereunder specified is destroyed or otherwise rendered unsuitable for leasing on the time(s) and date(s) noted, by an unavoidable cause or through no fault of GO ART!, it is agreed that neither of the parties of the Agreement shall be held responsible for damages for reason of postponement or cancellation of this Agreement.

**Use of GO ART!'s logo and images:** Lessee shall not use any of GO ART!'s logos, images (of its facility) or graphic representations without GO ART!'s advance written consent.

**Services provided:** GO ART! will exercise its best efforts to provide publicity for your non-profit event on our website, newsletter, press releases and telephone information line as time allows.

**Machinery, combustibles and explosives:** Lessee shall not put up or operate any machinery on the premises, or use any substance which in the opinion of GO ART! is highly combustible, and shall not set off or exhibit on or over said premises or bring on to said premises any fireworks or explosives.

**AGREED TO:**

**FOR: LESSEE**

**FOR: GO ART!**

**BY** \_\_\_\_\_

**BY** \_\_\_\_\_

**Printed Name** \_\_\_\_\_

**Printed Name** \_\_\_\_\_

**Date** \_\_\_\_\_

**Date** \_\_\_\_\_

# GO ART! AND THE USE OF ALCOHOL

**The following considerations should be taken into account by any Lessee proposing to use alcoholic beverages at GO ART! Seymour Place:**

No alcoholic beverages may be brought onto GO ART! property without the prior written permission of GO ART!.

Qualified adults must be employed at all times to assure that alcoholic beverages do not get into the hands of minors. In some cases this may mean that uniformed law enforcement officers will need to be utilized.

Lessees using alcoholic beverages are solely responsible for any damages resulting from the use of alcohol and agree to hold GO ART!, its staff, board and members harmless from any and all claims arising from injuries to persons or property occurring as a result of the use of alcohol on GO ART!'s premises.

## ALCOHOLIC BEVERAGE USE CONTRACT

**The undersigned agrees to comply with the above guidelines for the use of alcoholic beverages at GO ART! Seymour Place.**

\_\_\_\_\_ agrees to comply with the above  
(Lessee)

guidelines for the use of alcohol at \_\_\_\_\_  
(Event & Date)

\_\_\_\_\_. The event is held by  
(Facility)

\_\_\_\_\_  
(Lessee)

\_\_\_\_\_  
Signature Lessee

\_\_\_\_\_  
Signature GO ART!

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date