Genesee-Orleans Regional Arts Council
SEYMOUR PLACE
201 East Main Street, Batavia, New York 14020

Facilities Rental Packet
# FACILITY RATES FOR EVENTS

## Rental Rates

* All rates are based on a 4-hour rental which includes set up and clean up times

<table>
<thead>
<tr>
<th>Facility</th>
<th>Member Rates</th>
<th>Non-Member Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seymour Dining Room</td>
<td>$180 ($45 each additional hour)</td>
<td>$200 ($50 each additional hour)</td>
</tr>
<tr>
<td>Tompkins Main Gallery</td>
<td>$180 ($45 each additional hour)</td>
<td>$200 ($50 each additional hour)</td>
</tr>
<tr>
<td>Rotary Club Room</td>
<td>$180 ($45 each additional hour)</td>
<td>$200 ($50 each additional hour)</td>
</tr>
<tr>
<td>Owen Library</td>
<td>$135 ($35 each additional hour)</td>
<td>$150 ($40 each additional hour)</td>
</tr>
<tr>
<td>Kitchen</td>
<td>$135 ($35 each additional hour)</td>
<td>$150 ($40 each additional hour)</td>
</tr>
<tr>
<td>Full Facility</td>
<td>$600 ($150 each additional hour)</td>
<td>$675 ($170 each additional hour)</td>
</tr>
</tbody>
</table>

## Rental Add Ons

<table>
<thead>
<tr>
<th>Add On</th>
<th>Member Rates</th>
<th>Non-Member Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kitchen</td>
<td>$80 ($20 each additional hour)</td>
<td>$90 ($25 each additional hour)</td>
</tr>
<tr>
<td><strong>Tavern 2.o.1</strong></td>
<td>$100 ($25 each additional hour)</td>
<td>$120 ($30 each additional hour)</td>
</tr>
<tr>
<td>Dance Studio</td>
<td>$50 ($15 each additional hour)</td>
<td>$60 (20 each additional hour)</td>
</tr>
<tr>
<td>Musical Garden</td>
<td>$50 ($15 each additional hour)</td>
<td>$60 (20 each additional hour)</td>
</tr>
</tbody>
</table>

**Price reflects bartender fee, not cost of alcohol.**

***Please also refer to the section: GO ART! and the Use of Alcohol***

## Party Packages

* All rates are based on a 4-hour rental which includes set up and clean up times

<table>
<thead>
<tr>
<th>Package</th>
<th>Member Rates</th>
<th>Non-Member Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kids Birthday Party</td>
<td>$300 (up to 15 children)</td>
<td>$350 (up to 15 children)</td>
</tr>
<tr>
<td>Bridal Shower</td>
<td>$300 (up to 20 guests)</td>
<td>$350 (up to 20 guests)</td>
</tr>
<tr>
<td>Baby Shower</td>
<td>$300 (up to 20 guests)</td>
<td>$350 (up to 20 guests)</td>
</tr>
<tr>
<td>Mad Hatter Tea Party</td>
<td>$400 (up to 20 guests)</td>
<td>$450 (up to 20 guests)</td>
</tr>
</tbody>
</table>

## Party Package Add Ons

<table>
<thead>
<tr>
<th>Add On</th>
<th>Member Rates</th>
<th>Non-Member Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additional 45 min craft/activity</td>
<td>$75 up to 15 children</td>
<td>$85 up to 15 children</td>
</tr>
<tr>
<td>Visit from children’s character</td>
<td>$75 for 1 character</td>
<td>$85 for 1 character</td>
</tr>
<tr>
<td>Black light dance party</td>
<td>$120 up to 15 children</td>
<td>$135 up to 15 children</td>
</tr>
<tr>
<td>Guest bag or craft kit</td>
<td>$10 per child/guest</td>
<td>$12 per child/guest</td>
</tr>
<tr>
<td>Resident Drag Queen</td>
<td>$100 first hour</td>
<td>$12 per child/guest</td>
</tr>
<tr>
<td>Figgy Puddy</td>
<td>$50 each addition hour</td>
<td>$12 per child/guest</td>
</tr>
</tbody>
</table>
Explore ART! Studio I
Dance & Film
18' W x 22' L
Not ADA Compliant

Explore ART! Studio II
Education & Music

Arts & Cultural Organizations’ Office Space

Explore ART! Studio III
Podcast & Hair

Shower

Copy Print Room

Art Storage

Restroom

Batavia Rotary Club Room
18' W x 34' L
Not ADA Compliant

Seats 20

Office

NOTE: Second Floor is NOT ADA Compliant
1. It is the responsibility of Lessee to pay for any damages resulting from lessee or guest activity (e.g. broken window, mirror, scratches to wood, paint or wallpaper, damage to walls and/or restrooms).
2. GO ART! staff are available for set-up of tables & chairs and arrangement of furniture as agreed upon. NOTE: decorations, linens, disposable cutlery, napkins and such shall be provided by the Lessee. (Linen rental is available)
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. No open flames.
6. Smoking is prohibited in GO ART! (Seymour Place) or on grounds.
7. All rentals require a security deposit of 50% of the total cost. Cancellations 30 days before the event are refundable. Cancellations with less than 30 days’ notice are not subject to refund.
8. Lessee must be 21 years of age or older.
9. $125.00 refundable cleaning fee on all rentals

Because this is a licensed facility, no alcohol may be bought in. All alcohol must be purchased from GO ART! ‘s Tavern 2.o.1

CATERING INFORMATION

A caterer with a valid NYS food service license must be used for food preparation. Commercially packaged foods items are allowed.

GO ART! ‘s preferred caterers are:

D & R Depot Restaurant
Contact: Sean Valdes
Phone: 585-768-6270
Email: drdepot@yahoo.com
www.dandrdepot.com

Chickpea & T-Bone
Contact: Tracy Burgio
Phone: (585) 355-3863
Email: chickpea.tbone@gmail.com
Website:

The Original Red Osier Landmark Restaurant
Contact: Steven Foster or Tim Adams
Phone: 585-343-6972
Email: red@redosier.com
Website: www.redosier.com
INFORMATION SHEET

Rental Date: __________________________ Event Type: ____________________________

Where/How did you hear about us? __________________________________________________

Room(s) to be used:
- Tompkins Bank of Castile Main Gallery
- Batavia Rotary Club Room
- Seymour Dining Room
- Owen Library
- Kitchen
- Tavern 2.o.1
- Dance Studio
- Music Garden

Primary Contact Person (Lessee)

Name: ____________________________________________

Address: __________________________________________________________________________

Phone (Home/Work/Other): ___________________________ / ___________________________ / ___________________________

Email: ____________________________________________

Alternate Contact Person:

Name: ____________________________________________

Address: __________________________________________________________________________

Phone (Home/Work/Other): ___________________________ / ___________________________ / ___________________________

Email: ____________________________________________

Number of people attending event: _____________________________________________________

Event start time: ___________________________ Event end time: ___________________________

Access start time: ___________________________ Access end time: ___________________________

Licensed Caterer to be used*: __________________________________________________________

Alcohol*: Yes  No Chairs/tables setup needed: Yes  No
*Please see page 7 if Yes

Homeowner/Liability Insurance Company Representative: Lessee will provide proof of insurance by providing a “Certificate of Liability Insurance” with liability limits of $500,000 bodily injury and property damage and names Genesee-Orleans Regional Arts Council as an additional insured. This form is available from your insurance company and is required for use of GO ART! premises.

Name of insurer: ____________________________________________________________________
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)

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 or on the grounds.

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 return Lessee’s security deposit and any paid funds. Lessee and GO ART! shall be relieved of any further obligations under this Agreement. If Lessee cancels fewer than 30 days prior to the date of scheduled rental, GO ART! will retain full security deposit, as replacement of revenue by another rental is unlikely.

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 30 days prior to the date of scheduled use, GO ART! shall return any usage fee 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 applicable laws, 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 payments 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, judgments 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 its 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 GO ART! logos, images (of its facility) or graphic representations without GO ART!’s advance written consent.

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.

Payments: We accept bank certified checks, money orders, cash or checks. All major credit cards are also accepted (there may be an additional fee). Any checks returned for non-sufficient funds will result in a $40 fee for Lessee. Any outstanding balance owed (including unpaid bar tabs) are due at the times services are rendered. This may be charged to the credit card that we will ask you to provide and keep on file for such occasions.


AGREED TO BY:

LESSEE (signature)  
GO ART! Rep. (signature)

LESSEE (print)  
GO ART! Rep. (print)

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:

1. In compliance with the laws of New York State, no alcoholic beverages may be brought into or removed from GO ART! property. It is New York State law that no person under the age of 21 be served, consume or possess any alcoholic beverage. GO ART! requires proper identification to verify age before serving any person alcoholic beverages.
2. GO ART!'s liquor license is for beer, wine, mead and cider only. A drink menu is available upon request. Bottle pricing for wine and mead is also available upon request.
3. GO ART! bartenders must be employed to ensure that alcoholic beverages do not get into the hands of minors. In some cases this may mean uniformed law enforcement officers will need to be utilized.
4. 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 guidelines for the use of alcohol on_____________________________ being held at

(Lessee)

(Event Date)

201 East Main Street, Seymour Place, Batavia NY 14020. The event is held by (Facility)

_____________________________________________

(Lessee)

_____________________________________________

Signature Lessee

Signature GO ART!

_____________________________________________

Printed Name

Printed Name

_____________________________________________

Date

Date