



NORTH SHORE ARTS ASSOCIATION OF GLOUCESTER, INC.
11 Pirates Lane - Gloucester, MA 01930 978.283.1857 arts@nsarts.org

RENTAL GUIDELINES

1. North Shore Arts Association ("NSAA") galleries are available for rent mid-May through mid-October, after the galleries have closed for the day at 5:00 p.m. The nature of each event shall be subject to the approval of the Events Manager. A 50% deposit is required to secure your chosen date. The event applicant must return a completed application form and balance due a minimum of thirty (30) days prior to the event.

2. Three rental options are available:

_____ 1 st and 2d floors	\$2,500.00 (guest capacity 120)
_____ Entire first floor	\$1,250.00 (guest capacity 75)
_____ Gordon Grant Room	\$750.00 (3 hour limit / guest capacity not to exceed 50)

*Fees include 7 hours of (1) NSAA staff member. NSAA staff is available for extra hours at hourly rate of \$25 per staff person.

3. **SETUP** for evening events may begin at a time determined by the Events Manager. A staff member of NSAA (or an individual designated by the Events Manager) is required to be on the premises at all times of building use.

4. All functions must **terminate at 10:30 p.m.** NSAA allows one hour for the renter to clean up. NSAA staff (or an individual designated by the Gallery Director) is to secure the building by midnight. **All trash must be removed from the building at the end of each function or as determined by the Events Manager.** Cleanup will be monitored by NSAA staff.

5. **INSURANCE.** NSAA requires the selected caterer or renter to carry a minimum of one million dollars (\$1,000,000) of general and liquor liability coverage which includes NSAA as a covered insured. Proof of such insurance must accompany the completed application form.

6. **CATERER.** The caterer or renter must contact the NSAA Events Manager concerning anticipated needs such as chairs, tables, electrical service, etc. at the time of the return of the rental application. The caterer is advised to visit NSAA and note **kitchen space, appliances available and fire extinguisher access.**

7. **RENTER.** The selected caterer or renter is responsible for the setup, dismantling of all tables and chairs, and removal of all trash after the event and within the time constraints allowed.

8. **PARKING.** NSAA has ample parking for approximately 50 cars. A portion of the lot is posted for Pirates Lane Condominiums only. Additionally, we share the ocean side of the lot with Brown's marina. Do not park on Pirates Lane itself.

9. **NO SMOKING.** **Open flames (aside from food warmers), candles and/or votives are not allowed** in the NSAA building or on the grounds at any time. There is no sprinkler system.

10. One **PIANO** is available for use. Tuning fee is the responsibility of the renter.

11. **PAYMENT. Deposit.** Reservation of date selected will be considered upon receipt of a 50% deposit, plus the security deposit [see (b) below]. This is to be in the form of a bank check, personal check or credit card.

a. The **balance** is required thirty (30) days before the event along with a completed application/contract.

- b. The **security deposit** of \$250 will be returned to the renter within five (5) working days following the event providing that the building has been inspected and found to be clean and in its original state.
- c. **Cancellation** without the loss of rental fee is accepted up to thirty (30) days prior to the event.

RENTAL PARTY RESPONSIBLE

Organization _____ Date of Event _____
 Name _____ Hours of event _____
 Address _____ Type of event _____
 Phone: _____ Cell: _____
 Email: _____

CATERER

Business: _____ Contact: _____
 Address _____
 Phone: _____ Cell: _____ Email Address _____

Do you plan to serve liquor at the event? _____ Open bar or cash bar? _____
**** for cash bar a liquor license is required*

The rental party responsible or the caterer must carry one million dollars (\$1,000,000.00) of general and liquor liability insurance which includes North Shore Arts Association of Gloucester, Inc. as a covered insured. Proof of such insurance is required and must be presented to North Shore Arts Association along with the deposit and completed application form thirty (30) days prior to the date of the event.

RENTAL AREA SELECTED

Date: _____ Time: _____

- _____ 1st and 2d floors \$2,500.00 (guest capacity 120)
 - _____ Entire first floor \$1,250.00 (guest capacity 75)
 - _____ Gordon Grant room \$750.00 (3-hour limit / guest capacity 50)
- (basement/studio and 1st floor office are excluded from this agreement)

PAYMENT

DEPOSIT	50% of rental fee:	\$	
	+Security deposit:		250.00
	TOTAL DEPOSIT:	\$	
BALANCE	50% of rental fee:	\$	

Due on: _____ Received on: _____

Caterer/bartender insurance certificate attached Yes No Notes: _____

By signing below renter agrees to maintain the NO SMOKING policy of NSAA and accepts NSAA Rental Guidelines.

RENTER SIGNATURE: _____ Date _____

Print name _____

Authorized NSAA signature _____ Date _____