



520 North Main Center, St. Charles, Missouri 63301, Tel# 636.255.0270 Fax# 636.925.0345

Facility Rental Contract at FAC

This Agreement is a Contract between The Foundry Art Centre and _____ (hereinafter referred to as Customer), for the rental of The Foundry Art Centre, 520 North Main Street Center, St. Charles, MO 63301 for a special event.

The parties hereby agree as follows:

- 1. Attached hereto is the information and Rate Sheet concerning The Foundry Art Centre. Customer agrees to abide by the charges, conditions, and requirements set forth in the attached information and Rate Sheet.
- 2. The Customer's special event will occur on the following date and under the following conditions:

- a. Date of Event: _____ Time of Event: _____
- b. Type of Event: _____
- c. Description of room rented by customer: _____
- d. Rental Rate: **Final payment due 60 days prior the event**
 - i. Grand Hall Saturday Events: **\$3500**
 - ii. Grand Hall Tuesday-Friday Events: **\$2800**
 - iii. Grand Hall "Winter Pricing": **\$2800** (January, February, March ONLY)
 - iv. Ameristar Gallery: **\$500**
- e. Rental Date Paid: _____
- f. Security Deposit: **Due upon confirmation of date and in addition to final payment**
 - i. Grand Hall: **\$500**
 - ii. Ameristar Gallery: **\$125**
- g. Security Deposit Date Paid: _____
- h. Number of Guests: _____
- i. Caterer Chosen: _____
- j. Date may be held until: _____
- k. Other agreements and conditions: _____

3. The Customer agrees to strictly follow and observe the conditions and requirements set forth in the attached information and rate sheet.

4. The Customer agrees that if Customer or their guests cause any damage or injury to the premises that the customer will be responsible to The Foundry Art Centre for the cost of any such injury or damage. **Such damage includes responsibility for the art located in the Foundry Art Centre Galleries. Should any art piece be damaged, Customer shall be held liable for the cost of said damage.** The Customer agrees to indemnify and hold harmless The Foundry Art Centre and the City of St. Charles from any claim, loss, damage, whether personal property damage or personal injury caused to any third party, person, or individual, including any damage to The Foundry Art Centre, which indemnification shall include the principal amount of the obligation and attorney's fees incurred by The Foundry Art Centre in enforcing this indemnification obligation.

5. This document shall be interpreted and construed according to the laws of the State of Missouri.

Event Manager Signature: _____ **Date:** _____

Customer Signature: _____ **Date:** _____

Full Address: _____

Phone Number: _____ Email: _____

If renting space for a wedding / wedding reception, please include the names of the bride and groom below.

Bride: _____ Groom: _____ 11/01/15

RESERVATIONS

11/01/15

If the desired date is available, a free of charge 15 day HOLD may be placed on the date. To confirm an event a security deposit of \$500 (\$125 for Ameristar Gallery) as well as a completed and signed contract must be delivered to Foundry Art Centre. All rental fees must be paid in full 60 days prior to the event. Damages from the event will be subtracted from the security deposit. If there are no damages, the \$500 (\$125 for Ameristar Gallery) security deposit will be refunded in full within 8 weeks after the close of the event.

Cancellation Policy: If an event is cancelled prior to 180 days (6 months) of the reserved date, the customer will be refunded 100% of monies paid to FAC. If the event is cancelled between 179 and 150 days (5 months 29 days), the FAC will retain the security deposit but return any additional monies paid toward the event by the customer. If cancelled 149 days (4 months 29 days) or less, the FAC will retain the security deposit as well as all monies paid toward the event.

If the customer cancels but re-books another date at the time of cancellation, as long as the cancellation is outside of 180 days (6 months), the FAC will apply the security deposit and any additional monies paid toward the newly booked event. Cancellation and re-booking of an event within 149 days (4 months 29 days) or less will result in a forfeiture of the security deposit.

THE SPACE

The Foundry Art Centre is a dynamic, interactive interdisciplinary arts center dedicated to the creation and presentation of contemporary visual and performing arts. Our mission is to bring together the arts, artists and everyday people through exhibitions, studio space, performing arts and educational programs. The Foundry serves as a rich cultural resource for the entire region.

Located alongside the Missouri River and Katy Trail in downtown St. Charles, the Foundry Art Centre is a place where artists can work, sell and exhibit their work. The beautifully redesigned interior of the old Foundry, where railroad cars were once produced, is a new cultural center for the St. Charles/St. Louis area featuring national, international and regional art. Add flowers, music and delicious food from some of the area's best caterers and the Foundry becomes a picturesque backdrop for your special event. Punctuate with art for a special evening everyone will remember. The St. Charles and surrounding communities benefit from the Foundry's Grand Hall, which serves as a beautiful and much-needed location for public events and private functions.

THE PACKAGE

11/01/15

The Foundry Grand Hall is available for rent after operating business hours (after 5pm until 12am)

FOUNDRY GRAND HALL

Approximately 6000 sq. ft. located on 1st floor

Accommodates 350 guests seated.

- ❖ Saturday Evening 5pm-12am: \$3,500
- ❖ Tuesday-Friday Evening 5pm-12am: \$2800
- ❖ Sunday available upon agreement (\$3500 May-October, \$2800 November – April)
- ❖ Holidays available by special arrangement

“Winter Pricing”: \$2800 (Jan. Feb. Mar. ONLY & does not pertain to Holiday prices)

AMERISTAR GALLERY

Approximately 1400 sq. ft. located on 1st floor

Accommodates 80 guests seated.

(Available when not in use by classes or special exhibition)

- ❖ Tuesday – Saturday - Evening 5pm-12am: \$500
- ❖ Sunday available upon agreement

GRAU SCHIERDING STAGE

Approximately 31 ft long, 19 ft deep- front to back stage, & 18 ft high.

Use of the following for your event, subject to availability:

Use of equipment must be pre-scheduled with Event Administrator

1. All tables & chairs required for event (capacity 350) & access to any service/catering tables
2. FAC set up of all tables /chairs night before event (not decorate)
3. Access to facility in a 6-hour block of time between 5pm – 12am to host your event
4. Access to decorate tables/space at 10am – 5pm day of event in preparation for evening
5. Galleries open for first hour during event for guest’s viewing pleasure (unless special/traveling exhibition in galleries prevents Foundry access, or if between shows) please check with staff
6. Security guard (police officer) if serving alcoholic beverages
7. Event Administrative Staff during event

Please check all that apply below (certain options will not apply to Ameristar Gallery rentals):

- 8. Draping clear globe lights (permanent installation)
- 9. White Sheer Fabric Drapes
- 10. Grand Hall Projection Screen – 144” high x 188” wide
- 11. Baby Grand Piano - Yamaha GP Disklavier 0 Model: DGC1
- 12. Wireless Microphone – SHURE SM58
- 13. Wireless Lavalier Microphone
- 14. Grau Schierding Stage – 31’ long x 19’ deep x 18’ high
- 15. Onsite public parking
- 15. ADA compliant
- 17. Access to the kitchen

Rental does not include caterer or linens. Your chosen caterer can discuss with you options for linens, table settings, etc.

CATERING

11/01/15

Russo's Gourmet Catering

Katie Weicht – Event Specialist
9904 Page Ave
St. Louis, MO 63132
Tel.314.427.6771 x109 Fax.314.427.5911
Email: katie@russosgourmet.com
www.russosgourmet.com

Catering by Orlando's

Jim Helton – Event Planner
4300 Hoffmeister Ave.
St. Louis, MO 63125
Tel.314.638.6660 x10 Fax.314.638.6513
Email: jhelton@orlandogardens.com
www.orlandogardens.com

Spiro's Restaurant & Catering

Steve Karagiannis – Catering Director
2275 Bluestone Drive
St. Charles, MO 63301
Catering Tel. 314.565.7355
Restaurant Tel. 636.916.1454 Fax. 636.916.1431
Email: steve@spiros-restaurant.com
www.spiros-restaurant.com

Quintessential Dining & Nightlife

Erin Welch – Event Planner
149 N. Main
St. Charles, MO 63301
Tel: 636.443.2211 Fax: 636.724.0265
Email: erin@q-stl.com
www.Q-Stl.com

Non-Preferred Caterers:

If a preferred caterer is not used, an up charge of 25% will be applied to the event rental fee to be paid by the customer. After approval by FAC staff, the non-preferred caterer must sign a contract with FAC provided by the Event Manager, which states that the non-preferred caterer must pay a 15% commission from the event. **A non-preferred caterer must be approved by FAC and a**

liquor license along with all necessary legal documentation must be faxed to FAC 60 days prior to the event.

CONDITIONS & REQUIREMENTS

11/01/15

1) The Foundry is a non-smoking facility – a patio at the front entrance may be utilized for smoking – smokers must properly dispose of cigarette butts in the containers provided.

2) Alcohol is allowed in the Foundry only when provided and served by caterer. (Caterer is required to have appropriate liquor permit.) Open containers are prohibited outside the building.

3) Candles are limited and only allowed when placed in votives at least 1 inch taller than the flame when lit, no dripping candle wax is allowed.

4) No rice, feather boas, confetti, glitter, smoke, or bubble machines are permitted in the Foundry.

5) Using adhesives on the concrete floor, walls, or any surface whether used by caterer, DJ, client, client's guests, or other persons is not permitted. Such use will result in forfeiture of security deposit.

6) Youth functions are required to have one adult chaperone per 25 children. An attending adult must accompany children attending any event. Children may not run in the galleries or around the balconies. Children visiting the galleries or second floor must be chaperoned by an attending adult. Parents may be asked to remove children who violate these guidelines.

7) Clean up is the responsibility of the customer and/or caterer. Everything that is brought into the building, including flowers, decorations, and debris, is to be removed. **Clean up, following termination of the event, must be completed no later than 12am. Customer will pay double the hourly rate for staff and security guard for any fraction of additional hour(s) past termination time (12am). Failure to comply will result in forfeiture of security deposit.**

8) Space is to be restored to order at the conclusion of the event. Floors must be left clean either by renter or hired caterer. (Kitchen wet mopped, Grand Hall floors swept, trash removed, etc.) An inspection by Staff, along with the satisfaction of other conditions, is contingent with the return of the security deposit.

9) Fighting, wrestling, or any other violent physical activity is strictly forbidden. Any such act undertaken by guests of the customer will result in forfeiture of the security deposit, plus all assessed physical damages caused to the facility, galleries, and/or artwork. Police will also be dispatched for the safety of guests and the Foundry Art Centre.

10) Any and all artwork displayed in the galleries or Grand Hall may not be removed under any circumstance. The customer is responsible for any/all damages or losses to displayed artwork at FAC. Any/all damages will be assessed by the Foundry Staff and will result in forfeiture of security deposit plus additional damages as stated by FAC staff.

CONTACT

Foundry Art Centre Events
Melanie Sanders – Events Manager
520 North Main Center
Saint Charles, MO 63301
Phone: 636.255.0270
Fax: 636.925.0345

Email: Events@foundryartcentre.org