

The Charles H. Taylor Arts Center Rental Information

This information package is intended to assist prospective tenants in understanding the established procedures and costs relative to renting The Charles H. Taylor Arts Center.

Procedures and rates are subject to change from time to time without notice.

<i>Schedule A</i>	<p>Full Facility</p> <p>Refers to exclusive use of: Entry Gallery, Middle Gallery and Library Gallery. Studio is not included. The Charles H. Taylor Arts Center is not available for rental during Normal Business Hours.</p>
Activity	Event Rental after Normal Business Hours
Building Rental Fees	<p>A flat fee of \$1,000 per day.</p> <p><i>Up to 6 hours per day, \$150 per hour each additional hour, or portion of thereafter. Plus all event-related expenses required, in addition to those included below.</i></p>
Included with Rental	<p>i. Included with rental:</p> <ul style="list-style-type: none"> ○ Event Staff Senior Supervisor: 1 @ 4 hr. min. ○ Event Staff: 1 @ 4 hr. min. ○ Eight 6' tables and up to 70 chairs. ○ Use of all 3 galleries and use of restrooms
<p>Tenant is responsible for any applicable event-related expenses supplemental to the included items listed here. Please refer to <i>'Event Related Charges and Rates'</i>, pg. 5.</p>	

Schedule B	INDIVIDUAL GALLERY RENTAL Exclusive use of Entry Gallery or Library Gallery (Only one of the three gallery rooms) and shared use of the adjacent hallways and restrooms. Studio not included.	STUDIO RENTAL Exclusive use of the Studio and shared use of hallways and restrooms. Entry Gallery, Library Gallery, and Middle Gallery, not included.
Activity	Event after Normal Business Hours <i>Event beginning or extending into the time period after normal business hours.</i>	Event during Normal Business Hours <i>Event must begin and end during normal business hours, including set-up and break-down.</i>
Building Rental Fees	A flat fee of \$600 per day. Up to 6 hours of use per day \$100 per hour each additional hour or portion thereafter. <i>Plus all event-related expenses required, in addition to those included below. Renter must leave the space reasonably clean and vacate the space no later than 11pm .</i>	A flat fee of \$100 per hour. Up to 4 hours of use per day \$85 per hour each additional hour, or portion thereafter. Events after normal business hours require \$250 surcharge. <i>Plus all event-related expenses required, in addition to those included below. Renter must leave the space reasonably clean and vacate the space no later than 11pm .</i>
Included with Rental Tenant is responsible for any applicable event –related expenses supplemental to the minimum requirements listed here. Please refer to ‘Event Related Charges and Rates’, pg. 5.	ii. Included with rental: ○ Event Staff Senior Supervisor: 1 @ 4 hr. min. ○ Eight 6’ tables and up to 70 chairs. ○ Shared use of restrooms	ii. Included with rental: ○ Event Staff: 1 @ 4 hr. min. ○ Existing tables, chairs and easels Not included: Art supplies. Tenant shall supply own art supplies.

Gross Ticket Revenues

When applicable, “Gross ticket revenues” is defined as all monies received by the tenant from the sale of admission tickets to the event.

Admissions Tax

When applicable, a 10 percent City of Hampton admissions tax on gross ticket revenues will be collected from events with admission ticket sale. The landlord will deduct this tax from gross ticket revenues and remit same to the city.

Services and Facilities Included in Building Rental Fees

In consideration for the building rental fees, the tenant shall have the use of the basic areas inside the facility, as rental policy allows, including the following:

- Included for every rental
 - Normal supply of water and electricity.
 - Heat or air conditioning.
 - Limited on-site public parking.
 - Normal janitorial services.

Related Services and Facilities Not Included in Building Rental Fees

- Event-related staffing which includes, but not limited to, event staff, security personnel, and operation personnel, supplemental to the equipment and personnel included in the Building Rental Fees. All event-related staffing must be provided by the landlord at tenant’s expense (see ‘*Event-Related Charges and Rates*’, pg. 5). Note: The Hampton Coliseum/Hampton Arts Commission shall have the ultimate authority in determining the number, type and locations of all event-related personnel deemed necessary for the event.
- Office facilities including equipment and Kitchen.
- Other event-related labor, equipment and special services (see ‘*Event-Related Charges and Rates*’, pg. 5).
- Event related marketing.
- Damages.

Hold Procedure

Date(s) will be held on a tentative basis upon request from a prospective tenant and subsequent confirmation in writing by Hampton Coliseum/Hampton Arts Commission. A tentative date will be held for a maximum of 10 days without reconfirmation. All holds will be considered tentative and, therefore, subject to cancellation until a formal Rental Agreement has been executed by the parties and the appropriate deposit delivered to and accepted by Hampton Coliseum/Hampton Arts Commission. Should a tentative reservation be challenged by another party, the party with the first hold will be required to immediately execute a Rental Agreement and provide the necessary deposit. To challenge a tentative hold by another party, the challenging party must request the date(s) in writing and forward the necessary deposit. (Note: The previous reservation will not be challenged until the deposit is received.) Should the first reservation be canceled, a Rental Agreement will be issued to the challenging party. Should the party with the previous reservation execute a Rental Agreement; the deposit will be returned to the challenging party.

Deposit

A non-refundable and non-interest bearing advance deposit is required with the signed Rental Agreement. The Hampton Coliseum/Hampton Arts Commission reserves the right to require an additional deposit to cover anticipated event-related expenses. Payment must be made by cash or credit card or cashier's check and payable to Hampton Arts.

Insurance

Each tenant is required to purchase a comprehensive liability insurance policy providing coverage of AT LEAST \$1,000,000 for any one accident or occurrence, \$1,000,000 for any one person injured in any accident or occurrence, and \$2,000,000 for property damage liability. Actual insurance requirements will be determined by Hampton Coliseum/Hampton Arts Commission management based on the size and nature of the event. The Hampton Arts Commission, City of Hampton, VA and The Hampton Arts Foundation must be named as additional insured on the insurance certificate. A certified copy of the insurance policy containing appropriate coverage will be required 2 weeks prior to the event. More information is provided in The Charles H. Taylor Arts Center Rental Agreement.

Floor Plans

Floor plans must be submitted at least 60 days prior to the move-in of the event for approval.

Food and Beverage Service

Hampton Coliseum/Hampton Arts Commission and/or its designated concessionaire, retains the exclusive right to operate all food and beverage concessions, of any nature in Charles H. Taylor Arts Center, and further, to retain all revenues derived there from.

Souvenir, Novelty and Merchandise Sales

If event-related souvenirs, novelties, and programs are sold during an event, the tenant shall remit to Hampton Coliseum/Hampton Arts Commission a commission fee equivalent to 20 percent of gross revenue after deduction of all applicable state and local sales taxes. The tenant is responsible for providing and paying for all sellers.

For More Information

Contact:

James Warwick Jones, Gallery Manager

(757) 727-1490

jwjones@hampton.gov

EVENT-RELATED CHARGES AND RATES

Additional labor and equipment charges not listed may apply depending on event requirements. Tenant is responsible for any damage to the facility or facility equipment on a recovery cost basis. All rates and fees are effective August 1, 2016, and are subject to change without notice.

Item	Rate	Comment
Event Staff Senior Supervisor	\$21.00/hr.	min. 4 hrs.
Event Staff Supervisor	\$17.00/hr.	min. 4 hrs.
Event Staff	\$14.00/hr.	min. 4 hrs.
Contracted Security	Market Rate	min. 4 hrs.
Police	\$28/hr.	min. 4 hrs. each A 30% payroll tax/ admin. fee is applicable.
Police Supervisor	\$31/hr.	
Fire Marshall	\$28 /hr.	
Fire Fighter	\$25 /hr.	
Housekeeping	\$30/hr.	min. 4 hrs.
Housekeeping Personnel	\$20.00 /hr.	min. 4 hrs.
6' Tables (if not included)	\$6 ea. per event	
Table Cloth (if not included)	\$5 per cloth	
Chairs (if not included)	\$1.25 ea. per event	
Catering Service fee to use an outside caterer Waived if Preferred Caterer is Used	\$200.00 per event	Non-Commercial kitchen All cooking must happen off-site. Space must be left in reasonably clean condition.