



Informed of key location

PLEASE SEND US info on your event for our website! Email us a description and a photo (300 dpi).

NACUL CENTER EVENT AGREEMENT

GALLERY
592 Main Street
Amherst, MA 01002

PHONE
(413) 256-8025

EMAIL
tiaarchitects@gmail.com

WEB
www.tiaarchitects.com

Event Contact Name: _____

Business/Program Name (if applicable): _____

Address: _____

Phone: _____ Email: _____

Event Name/Description: _____

Event Date(s): _____ Estimate Attendance: _____

Larger events must have a parking attendant. Initial to acknowledge: _____

Set Up Time: _____ Event start/end time: _____

Check one: Public Event Private Event

Gallery Rental Fee: \$_____ due by: _____

Please write checks to "TIA Architects". Payment is due two weeks prior to your event and is non-refundable. Drop off in mailbox at Nacul or mail to address at left.

Please return signed agreement to the Nacul Center:

My signature verifies that I have thoroughly read and understand the terms as outlined, and I accept the terms and conditions set forth in this agreement.

Contact signature _____ Date: _____

FOR NACUL CENTER USE ONLY:

Cash Check Check No: _____

Payment Amount: _____ Date Received: _____

Recurring event advance payment covers use until (date): _____

Authorized Signature _____

NACUL CENTER RENTAL TERMS OF AGREEMENT

TERMS:

I. **Description of space and equipment:** With or without an exhibit, the artistic atmosphere of the Nacul Center gallery makes it a wonderful space to host an event. For stand-up socials, the gallery can easily accommodate up to 70 people. For seated events, the space holds about 60 people. The Nacul Center gallery is available for rental 7 days a week. While we allow weekend events to be scheduled at any hour, we prefer to schedule weekday events after 5PM out of consideration for our tenants who use office spaces adjacent to the gallery.

The gallery space is approximately 1,225 square feet and includes a small stage framed by an archway. The gallery is equipped with a kitchen which includes a refrigerator, oven, microwave, toaster, sink, and a limited number of dishes, glasses, cups and flatware, all of which may be utilized for events. There is one bathroom off the hall adjacent to the gallery, and another on the main floor, to the left of the back EXIT door directly across from the main entrance. There are 58 white plastic chairs and three folding tables - two of which are 6' x 2.5', and a smaller one that is 4' x 2.5' - which may be utilized as well. A projection screen, which hangs in the archway of the stage, can be provided upon request. You will need provide your own projector equipment.

II. Use of Space:

- A. **Artwork:** The Nacul Center is a visual arts gallery. Event coordinators must take full responsibility for the artwork displayed during current exhibition. This includes notifying guests and attendees at the event to be careful and respectful of the artwork.
- B. **Event Contact:** Event coordinators must identify a contact person to facilitate set-up, staffing needs and clean up of an event and to serve as the main contact for the duration of the event.
- C. **Building Entry:** If your event takes place after 5PM or on a weekend, there is no guarantee that a Nacul Center representative will be onsite. Please ask in advance about the location of the entrance key.
- D. **Weekday Events:** Event guests must be considerate of tenants and their clients who may be using the office spaces adjacent to the gallery. Some of our tenants take clients after 5PM; please be aware that these clients will need to walk through the gallery space to get to the offices. If you plan to use music for a weekday event, please give **ADVANCED NOTIFICATION**, so we can inform our tenants ahead of time.
- E. **Property:** Event guests may use the front lawn of Nacul during the event. Please note, however, that we rent out the property next door (598 Main Street). This is **private property**. Guests must stay out of their back lawn.

- A. Display: Event coordinators must give advanced notification if they wish to decorate the walls for the event. Frequently, an exhibit will be on display for the entire month, providing little or no opportunity for additional decorations. If discussed in advance, it may be possible for Nacul staff to temporarily remove some of the artwork to provide free wall space. Any item used for decoration must be removed after the event.
- B. Food/Drinks: Event coordinators provide any and all refreshments, and are encouraged to provide plates, cups, plastic-ware, serving bowls, etc., as our kitchen has a very limited supply. Any dish-ware we do have may be used, as long as it is WASHED AND PUT AWAY at the end of the event. Alcoholic beverages may be served. All food and garbage must be disposed of at the end of the event. This includes removing any food remaining in the refrigerator from an event.
- C. Trash: Additional garbage bags can be found in the lower cabinet to the left of the stove. Please place full garbage bags in the belltower (access upstairs on the main floor through the EXIT door adjacent to the restroom).
- D. Tear-down: If you use the chairs provided, please be sure to stack them with others of the same kind; otherwise they may break if stacked incorrectly. Any rented tables/equipment must be removed at the end of the event. If a pick-up time has been scheduled, please inform us when that is. LEAVE THE SPACE AS YOU FOUND IT, as some events are booked back to back.
- E. Smoking: Smoking is NOT permitted in the gallery. Event coordinator will ensure that fire exits remain free from obstruction.
- F. Parking: Onsite parking is limited. Please inform guests that additional parking is available along South Whitney St or on the side streets off of North Whitney. **No parking is allowed on North Whitney Street.** Anyone who parks along N Whitney in close proximity to the building will be towed at the owner's expense. Larger events **must have** a parking attendant to enforce this. Nacul owns two reflective vests available for use.
- G. Locking Up: At the end of the event, the event coordinator must be sure to turn the gallery thermostat back down to 60 degrees if it was used, turn off all lights, and lock the building.
- H. Liability: Event coordinator agrees to hold Nacul Center for Ecological Architecture, Inc. and its employees/interns free from any liability or claim for damages or suit for or by reason of any injuries to any person or property of any kind whatsoever, from any cause whatsoever, arising out of the use and occupation of the premises by the renting party; and the renting party hereby covenants and agrees to indemnify the Nacul Center from all liability or damage on account of, or by reason of, any such injuries or damage.

We wish you a most enjoyable and successful event!