

# **Plymouth Arts Center Rental Agreement**



PLYMOUTH ARTS CENTER

520 East Mill Street  
P.O. Box 253  
Plymouth, WI 53073

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[info@plymoutharts.org](mailto:info@plymoutharts.org)

## Plymouth Arts Center Rental Information

**Overview:** The Plymouth Arts Center is the premier art destination in Western Sheboygan County. Located in historic downtown Plymouth, WI, this community non-profit organization is dedicated to its mission...*to enliven the spirit of the community and to enrich the lives of all by providing diverse experiences in the arts!* The center includes a fine-art gallery, gift shop, classrooms and our main Grand Hall. Our facility is available for rental use by organizations and individuals for meetings, banquets or other events.

**Facility:** The Plymouth Arts Center features the Grand Hall, (seating for up to 175 people) which includes the use of the catering kitchen. The room can be configured with auditorium style seating; small or large round tables; or 6ft. rectangle tables depending on your event.

**Amenities:** The Plymouth Arts Center is an ADA Handicap accessible, non-smoking facility; providing amenities such as: air conditioning; seating for up to 175; banquet tables & chairs; podium; and off street parking.

**Services & Equipment:** For additional fees, the Arts Center can provide equipment to support your event. This could include: the use of state of the art theatre lighting; a disco ball; electronic piano, Steinway Grand Piano, projector, staging, wireless microphones, overhead stereo system, staging equipment; dance floor; and beverage service. Catering is not provided by the Center; however a list of area caterers is available upon request.

**Bar Service and Alcoholic Beverages:** Upon request, the Plymouth Arts Center can provide bar service offering mixed drinks, wine, beer, soda and bottled water. In accordance with applicable laws and regulations, the Plymouth Arts Center provides a licensed server for bar service any time alcohol is being served. The Plymouth Arts Center **does not allow carry-ins** of alcoholic beverages at any time, and alcoholic beverages may not be carried beyond the Plymouth Arts Center building or grounds, according to state statutes. More than one server may be required for larger groups. The Plymouth Arts Center **does not allow outside bar servers.**

**Reservations:** Reservations are not considered confirmed until a signed rental contract accompanied by a non-refundable reservation deposit have been received and approved by the Center. Additional charges may apply for any changes that are made to the event. Notification of cancellation of scheduled event must be given by the person in charge in written form 30 days in advance of use in order for the rental fees to be refunded. Failure to give 30 days notice will result in forfeiture of rental fees. Reservation deposit fee will NOT be refunded.

**Contact Information:** Please contact a Plymouth Arts Center staff member to make an appointment to see the Plymouth Arts Center and plan your event. Plymouth Arts Center, 520 E. Mill Street, P.O. Box 253, Plymouth, WI 53073; Phone: 920-892-8409; [www.plymoutharts.org](http://www.plymoutharts.org); E-mail: [info@plymoutharts.org](mailto:info@plymoutharts.org)

## PLYMOUTH ARTS CENTER RENTAL AGREEMENT

Event: \_\_\_\_\_

Date Requested: Day of Week: \_\_\_\_\_ Month: \_\_\_\_\_ Day: \_\_\_\_\_ Year: 20 \_\_\_\_\_

Hour(s) of the Actual Event: \_\_\_\_\_ (am/pm) TO \_\_\_\_\_ (am/pm)

Total hours for Rental: \_\_\_\_\_ (am/pm) to \_\_\_\_\_ (am/pm)

*Total hours for rental includes planned arrival and departure times, including setup and break down/clean up times for event and caterer.)*

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Billing Address: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Number of People Attending Event: \_\_\_\_\_ (seating capacity of Grand Hall is 175)

Number of Tables Needed: 36" Round: \_\_\_\_\_ 6' Rectangle: \_\_\_\_\_  
60" Round: \_\_\_\_\_

**Fine Art Gallery Hours are: TUESDAYS – FRIDAY 10AM–4:00 P.M. AND SATURDAY & SUNDAY FROM NOON-3:00 PM.**

Please check which time slot(s) you need for your event (remember to allow for set-up and clean-up time.) Also, please note the following additional charges:

1) If the Plymouth Arts Center staff is required to set up for your event: A **\$50** minimum fee is required. *Fee is waived when lessee sets up tables, chairs, stage, etc.*

2) Reservation Deposit: **\$100** (to be sent with contract) This non-refundable deposit will not be held, and will be applied to the cost of the event. If any damages occur, lessee will be held liable for the additional costs.

**Please make check payable to: Plymouth Arts Center and return with signed contract to P.O. Box 253, Plymouth, WI 53073, (Phone # 920-892-8409).**

**Notification of cancellation of scheduled event must be given by the person in charge in written form 30 days in advance of use in order for rental fees to be refunded. Failure to give 30 days notice will result in forfeiture of rental fees. Non-refundable security deposit will not be refunded.**

## PLYMOUTH ARTS CENTER'S USE POLICIES

**Total Rental Time:** The Plymouth Arts Center calculates the total rental time as: from the time the first person, including the caterers, arrives at the facility to prepare for the event until the cleanup is completed and the last person, including caterers, or other service staff leaves the facility. Renters will be billed for time beyond the agreed-upon ending time for the Event.

**Parking Policy:** Your guests are invited to park in the Plymouth Arts Center parking spaces in front of our building, alongside our building; in the northern portion of the Dairy State Restaurant parking lot; or **during weekday evening hours and on weekends** in the Plymouth Medical Plaza Parking lot across the street, leading to the public parking lot.

1. The purpose of the Plymouth Arts Center is to enhance the economic prosperity of the community and surrounding area, promote a better appreciation of the special talents and skills of artists, artisans and craftsmen. Any conduct detrimental to the purposes of Plymouth Arts Center is prohibited.
2. The Plymouth Arts Center is open to the public: **Tuesday through Friday 10am to 4:00p.m.; Saturday and Sunday: Noon to 3:00pm. Closed on Mondays & Holidays.** Staff and/or Volunteers will direct Gallery visitors during regular open hours.
3. The Plymouth Arts Center is considered an assembly building, and as such has fire code regulations which must be observed:
  - a. No smoking is allowed anywhere on the premises
  - b. Fire exits may not be blocked
  - c. All decoration/exhibits must meet local fire regulations
4. Plymouth Arts Center equipment (tables, chairs, bar, staging, microphone, podium, dance floor, electronic piano; etc.) is available upon reservation to the rental group. Plymouth Arts Center property cannot be moved or removed without written permission. Plymouth Arts Center supplies and staff time may only be used by prior arrangement.
5. Plymouth Arts Center assumes no responsibility for property brought into the Plymouth Arts Center by renting party.
6. Exhibits or decorations must be in keeping with the Plymouth Arts Center's artistic quality policy. Plymouth Center reserves the right to modify exhibits if necessary.
7. Musical and electronic equipment are not included in the base rental agreement. Upon request, a keyboard and/or microphones are available for an additional fee.
8. Rental group representative leader shall be responsible for all loss or damage to facilities and equipment caused by the group.

A. All events taking place in the main Grand Hall will require a Registration Deposit prior to the date of the rental.

B. A Plymouth Arts Center representative will be present at all events for any concerns or questions, location of items, sound system, restocking bathroom items, etc. which can be directed to the representative.

C. The expectation of the Plymouth Arts Center is that the building will be returned to the original condition **the same day of your event**, or by a prearranged date stated in the rental agreement. Event supervisor will review the **Cleaning Check List:**

- C1. The Grand Hall carpet must be vacuumed, basic cleanup of kitchen counters, sink and floors should the building use warrant it.
- C2. Removal of rental party's decorations, any other materials, caterer's equipment, party's food/beverage, linens, serving items, dishes from hall, kitchen and refrigerator.
- C3. Bag all garbage and recyclable items (glass & plastic); bags are to be placed in proper garbage bins in back of the building.
- C4. All tables and chairs returned to their original storage areas unless other arrangements have been made in the agreement.

Any items left by rental party will be disposed of at the discretion of the Plymouth Arts Center unless prior arrangements are made. If any damages occur, lessee will be held liable for the additional costs.

8. Admission fees shall not be charged except by approval of Plymouth Arts Center.

9. Each group shall be responsible for the conduct of the group as a whole, with a competent person 21 years of age or older acting as leader.

10. The Plymouth Arts Center has the right to control or expel any individual or group that does not follow the building use agreement and policies as stated within.

11. The following are not permitted inside the Plymouth Arts Center, and if there is evidence of their presence, additional cleaning or other fees as well as fines may apply:

- a. Smoking
- b. Smoke Machines
- c. Pyrotechnic Devices
- d. Glitter or Confetti

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Renters Signature

Date

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Plymouth Arts Center Executive Director

Date

