

# GRAND STREET COMMUNITY ARTS, INC.

STREET ADDRESS: 68 GRAND STREET ALBANY, NEW YORK 12202

MAILING ADDRESS: P.O. BOX 641 ALBANY, NY 12201

[www.grandarts.org](http://www.grandarts.org) • [info@grandarts.org](mailto:info@grandarts.org) • (518) 463-2222

## \* FACILITY RENTAL APPLICATION \*

Renter's Name \_\_\_\_\_ Date \_\_\_\_\_

Group Name (if applicable) \_\_\_\_\_

Mailing Address \_\_\_\_\_ Phone \_\_\_\_\_

E-mail \_\_\_\_\_

Date(s) Requested \_\_\_\_\_ to \_\_\_\_\_ Time \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm (Please include set up time)

Purpose of Rental: \_\_\_\_\_

Approximate Attendance (#): \_\_\_\_\_ (not to exceed 75)

Insurer Name (see attached policy): \_\_\_\_\_ Phone \_\_\_\_\_

**Please mark an X in the respective box to indicate equipment needs. Make sure to put the amount.**

\*Additional fees apply for items listed below if GSCA provides the equipment.

Equipment Type	GSCA provided	Rentee provided	Amount #
Tables			
Chairs			
PA system			
Podium			
Projector w/screen			
Other (specify in box)			

Room set up Instructions: (please indicate if you require a specific set up):

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## Terms and Policies

1. Room rental shall be on a first come, first serve basis once rental application is on file and deposit is given.
2. Room availability is Monday-Sunday 9:00 a.m. - 9:00 p.m. (**Renter can set-up 1 hour prior to actual event start, only if applicable and must be included in aforementioned time slot**).
3. Grand Street Community Arts, Inc. (hereinafter referred to as "GSCA") reserves the right to terminate this agreement at any time and in such case, will refund the deposit.
4. All individuals and/or businesses must complete a room rental application form.
5. Full Payment is due the day of the facility use **no later than 1 hour prior** to the onset of the event.
6. Cancellation by renter must be done one week (7 days) prior to the scheduled event or the renter will be penalized for the total amount of the deposit.
7. If you request Grand Arts Performance Hall as a space in which to hold a conference, GSCA maintenance staff will arrange the room (i.e., tables, chairs, podium etc.) according to your specifications.
8. The Grand Arts Performing Center is a smoke-free building (**NO exceptions**).
9. Audio/Visual requests (i.e., projector, microphone, speaker system, etc.) will be set-up by GSCA staff according to your specifications, which will be included in your rental fee.
10. Weekend rentals shall be an additional charge (**see attached rental fee chart**).
11. Renters will be provided a GSCA staff person for access to facility.
12. GSCA Staff can provide a list of caterers in the area if you would like to serve lunch or light refreshments.
13. If serving food you must possess the proper permits prior to your event (if the event is open to the public).
14. The Green Room may be used to gather food and beverages at no additional charge (subject to availability). Equipment available for use includes a refrigerator, microwave, small coffee maker and toaster.

## Regulations

- Renters are responsible for any damage to the facility and/or contents or fixtures. All damages must be reported to GSCA Staff immediately
- The room must be left in a neat, clean and orderly condition. If these conditions are not met, a Room Clean-up Fee of \$100.00 or the actual cost of cleaning, whichever is higher, will be charged. Individuals holding events assume responsibility for any damage to rooms, contents or equipment used. Renter will be charged for any necessary repairs or replacement.
- Renters understand that nothing shall be attached to the walls, ceiling, or any of the fixtures without written approval from GSCA Staff.
- It is understood that GSCA is in no way responsible for any personal injuries, property damages or other liabilities that may be incurred during use of their facility. Renter shall defend, indemnify, and hold harmless GSCA, its officers, officials, employees and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of Renter's use of GSCA, or from the conduct of GSCA's business, or from any activity, work or thing done, permitted, or suffered by Renter in or about GSCA, except only such injury or damage as shall have been occasioned by the sole negligence of GSCA.
- The GSCA Center is a drug, alcohol and smoke free facility.

## Additional Fees

- Overstay Fee of \$100.00 per hour applies to those rentals that are booked to end when your contract specifies. If the renter stays past the contract time, this fee will be charged.

## Parking

There is limited street parking on Grand St. and surrounding side streets. There is a NYS Parking Lot (<https://parking.ogs.ny.gov/east-garage>) located 2 blocks away at the corner of Madison Ave & Phillips St. It is unofficially available to the public weekdays after 7pm and weekends. **GSCA does not guarantee parking availability.**

## Insurance

Upon approval of rental request, applicant must provide proof of insurance wherein GSCA is named as an additional insured for the date(s) of rental. General Liability Coverage must be no less than \$1,000,000,000.

*The Grand Arts Performance Hall*

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## Pricing

DESCRIPTION	QUANTITY	TOTALS
<b>Rental Fee</b> <ul style="list-style-type: none"> <li>• BUSINESS (Inc, DBA):               <ul style="list-style-type: none"> <li>○ \$100 per business hour (Mon-Thurs)</li> <li>○ \$125 per weekend hour (Fri-Sun)</li> </ul> </li> <li>• CLASS INSTRUCTOR               <ul style="list-style-type: none"> <li>• \$60 per hour long class</li> </ul> </li> <li>• PERSONAL/NON-PROFIT (DBA, 501(c)(3):               <ul style="list-style-type: none"> <li>○ \$50 per business hour (Mon-Thurs)</li> <li>○ \$60 per weekend hour (Fri-Sun)</li> </ul> </li> <li>• VENDORS               <ul style="list-style-type: none"> <li>○ \$50 per event</li> </ul> </li> </ul>	X	=
<b>Equipment</b> (Price quotes will be given as needed) <ul style="list-style-type: none"> <li>• Tables</li> <li>• PA system (Speakers, Wireless Mic, Mic stand)</li> <li>• Projector</li> <li>• Dry Eraser Board</li> <li>• Podium</li> </ul>	X	=
<b>Promotions: Radio</b> 6 Underwriting Spots a Day - Website Featured Event Listing for Week of Promotions <ul style="list-style-type: none"> <li>• \$100 = 1 Week</li> <li>• \$180 = 2 Weeks</li> <li>• \$340 = 4 Weeks</li> <li>• \$650 = 8 Weeks</li> </ul>	X	=
<b>Promotions: Design &amp; Print</b> <ul style="list-style-type: none"> <li>• \$35 = Basic Flyer Design</li> <li>• \$85 = Press Release &amp; Social Media Promotions</li> <li>• ASK FOR QUOTE = Handouts, Postcards, Flyers, Posters &amp; Programs</li> <li>• ASK FOR QUOTE = Banners &amp; Oversized Posters</li> <li>• \$65 = Tickets</li> </ul>	X	=
<b>Additional Services</b> <ul style="list-style-type: none"> <li>• \$85 hr = DJ</li> <li>• \$65 hr = Photographer</li> <li>• \$75 hr = Videographer</li> <li>• ASK FOR QUOTE = Catering</li> </ul>	X	=
<b>A 50% deposit is required to reserve a date (see below).            The remainder of payment is due PRIOR to event.</b>	Total fees:	\$

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## RENTAL AGREEMENT

1. Contracts for the use of the Grand Arts Performance Hall shall be issued in print form only and shall be subject to the above Terms and Policies. NO verbal agreements shall be binding upon Grand Street Community Arts, Inc. ("GSCA"). A Facility Rental Contract must be completed and signed by GSCA and the Renter(s) who is/are legally and financially responsible for the event.
2. GSCA reserves the right to decline to rent or prohibit the use of the facility on a case by case basis.
3. The Renter cannot charge admission for the exhibition of any film or digital media of any kind. Only free screenings are allowed, and a public exhibition license must be on file with GSCA's business office at or before the time of the event.
4. Renter agrees to furnish GSCA with a Certificate of Insurance showing proof of \$1,000,000,000 in general liability coverage and \$500,000 in personal injury coverage, naming the Grand Street Community Arts, Inc. as an additional insured. This must be received no less than seven days prior to the event.
5. **Renter waives and releases all legal claims against Grand Street Community Arts, Inc., related in any way to this rental. Furthermore, Renter agrees to and shall defend, indemnify, and hold harmless GSCA, its officers, officials, employees and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of Renter's use of GSCA, or from the conduct of GSCA's business, or from any activity, work or thing done, permitted, or suffered by Renter in or about GSCA, except only such injury or damage as shall have been occasioned by the sole negligence of the GSCA.**
6. A "rental day" is determined as occurring between the hours of 9 am and 9 pm Monday through Thursday. Weekend "rental day" is determined as occurring between the hours of 9am and 9 pm Friday through Sunday. Any use of the facility outside those parameters must be negotiated with GSCA's management prior to the signing of the Facility Rental Contract. If the event goes beyond 9 pm without GSCA's prior consent, a rental overtime charge of \$125 per hour will be assessed, and hourly labor rates will double.

## RENTAL DEPOSIT

7. **Rental deposits are equal to of 50% of the total amount due. This deposit is due at the time that the application is signed and executed. Any event cancelled less than seven (7) days prior to the scheduled date will result in the loss of full deposit.**

## RENTAL PAYMENT

8. A written estimate of rental cost can be supplied with the Facility Rental Application. However, the estimate is not an invoice and the actual rental total may exceed the estimate. The estimate is provided as a courtesy and is not binding upon GSCA as the final invoice amount.

## REMOVAL OF PROPERTY

10. Renters are required to remove all property from the premises immediately following the event unless arrangements in writing, signed by both parties, have been made with GSCA for removal at another time. **There are no exceptions to this rule.** GSCA will not insure the safety of any property left in the building after an event. Property not collected within 10 days will be deemed abandoned by the Renter and disposed of by GSCA as necessary.

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## TECHNICAL PERSONNEL AND EQUIPMENT

11. Renters will be required to hire a minimum of two (2) staff support or technical crew. These workers, chosen by the GSCA Executive Director, may operate and supervise general maintenance, sound, backstage management, lighting, set-up and breakdown of GSCA equipment. Their hours are calculated at the close of the event and added to the final billing. The Executive Director has the authority to increase or decrease this crew based on the demands of the rental event.

12. **Only GSCA staff and crew may operate any GSCA technical equipment, including, but not limited to lighting, sound, projection and any equipment provided by GSCA.** All technical needs should be provided to the Technical Director or Executive Director no less than two weeks prior to the event.

13. Renter is responsible for the set up and removal of any personal and event-specific equipment, including, but not limited to, decorations, drops, signage, computers, catering items, and stage equipment not provided by GSCA.

14. The Renter must provide its own personnel to facilitate the event in conjunction with the GSCA crew.

## CONCERT RESTRICTIONS

15. GSCA does not engineer any concert sound. Renters wishing to use the facility for a concert event **must contract the sound rig—including its installation, engineering and removal** with an independent sound company.

16. GSCA does allow rap concerts, but Renter must provide a certified and accredited security team. GSCA shall not be responsible for any dispute resolution or security relative to the concert.

17. **Due to the Grand Arts Performance Hall historic overlay, a sound reproduction limit of 100db is enforced. No exceptions.**

## SERVICES FURNISHED BY GSCA

18. General Custodial services prior to, during, and after each event are the responsibility of GSCA. This includes trash removal, restroom maintenance, and the cleaning of the auditorium, balcony, and dressing rooms. If it is determined that cleanup after an event is excessive, GSCA reserves the right to attach an additional cleaning charge to the final rental invoice.

19. A lobby manager provided by the Renter is **required** for security purposes. However, GSCA may require additional GSCA staff.

20. All ticket-takers, ushers, box office cashiers, doormen, promotional duties, catering, decoration, etc., are the responsibility of the Renter.

## TICKET SALES THROUGH THE GSCA BUSINESS OFFICE

21. GSCA will sell tickets for rental events on a limited basis, and only if the sales are for general admission. Tickets will be sold through GSCA business office from 1 to 5 pm weekdays only. Please note: this does not include selling tickets at the door prior to the event. **GSCA will not provide reserved seating ticket sales for rental contracts under any circumstances.**

22. Permission from GSCA's Executive Director must be granted before releasing the GSCA phone number on ticket sales information.

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## RENTER'S TICKET SALES IN THE GSCA LOBBY

23. Renters of the Grand Arts Performance Hall are not allowed to set up a ticket sales booth in or outside of GSCA. Lobby sales prior to rental use must be approved by the Executive Director and are subject to availability based on building usage. GSCA will provide one active phone line to the lobby for these sales. *We cannot guarantee exclusivity of the lobby for ticket sales at any time.*

## CONCESSIONS

24. GSCA shall retain all concessions (food) sales rights and privileges through our lower level concessions stand (including staff). The management retains the right to refuse concessions sales at any event. Renters are NOT allowed to sell their own concessions under any circumstance without the written consent of GSCA.

## MERCHANDISE SALES

25. When the Renter opts to sell merchandise during the rental period, GSCA is in no way responsible for the set-up and management of these activities. Currently, GSCA does not assess any fee for lessee merchandise sales.

## RULES DURING RENTAL

26. During rental, the Renter shall be responsible for any damages to or any loss of GSCA equipment, furnishings, or fixtures. **Please do not move any furniture or attach signs or decorations to any part of the building without written approval from the GSCA Technical or Executive Director.**

27. While in rental use, children under the age of 12 must be accompanied by an adult. Children must not be left unattended, and must not roam the building unattended.

28. The following rules are strictly enforced:

- a. No glass containers of any kind in the auditorium without prior written approval.
- b. No helium-filled balloons.
- c. No metallic confetti.
- d. During use for rehearsals, the balcony is closed.
- e. During rehearsals, no food or drink is allowed inside the auditorium seating area.
- f. No food is allowed backstage at any time. Only water may be consumed backstage and must be in a spill-proof container.
- g. No painting of any part of the facility is permitted.
- h. Nothing may be affixed to the floors. This includes the use of screws, nails & adhesive.

## FIRE PRECAUTIONS

29. St. Anthony's which is also known as GSCA at 68 Grand Street, Albany N.Y. is on the National Register of Historic Places, and therefore has very strict occupancy codes regarding fire and audience safety. The use of fire, candles, pyrotechnics and other flammables are considered on an individual basis and, if approved, will require a fire permit from the City of Albany. GSCA Technical or Executive Director can make this application upon request. **If you intend to burn candles or use any type of pyrotechnic fire effect, you must notify the GSCA Executive or Technical Director no less than four weeks prior to your event.** If approved, GSCA will attempt to secure a fire permit, and any permit fee will be added to your bill.

30. The following are the fire code regulations enforced for all occupancy of the space:

- a. **There is absolutely no smoking in any part of the building at any time.**
- b. No parking in the yellow zone in front of the building except for immediate loading and unloading of equipment and/or passengers.
- c. Main exit doors must remain unobstructed at all times.
- d. Performance Hall exit doors must remain unobstructed at all times.
- e. No seating of any kind allowed in the performance hall aisles, all aisles must be unobstructed for the entirety of the event.
- f. All fire exits, both floor and balcony level, must be free of any obstructions at all times.

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*Please detach this page from the packet and return it along with your signed contract.*

**I have read and understand the Rental Guidelines & Policies for GSCA and I agree to comply with all of the listed provisions.**

Renter's Signature: \_\_\_\_\_

Renter's Title/Office (If signing for an organization): \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

*Thank you for choosing Grand Street Community Arts, Inc., for your event!*

**Checks payable to Grand Street Community Arts, Inc.**

**By signing and returning this form the Renter hereby agrees to the rental terms, policies and regulations set forth or attached hereto. If violation to any of these conditions set forth in this agreement, rental terms, policies and regulations occurs, the Renter may be subject to monetary penalties and will lose the privilege of renting this facility in the future.**

Renter's Signature: \_\_\_\_\_

Renter's Title/Office (If signing for an organization): \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

**The form must be returned as soon as possible in order to confirm your meeting room date and time.**

**Return completed form to:**

Grand Street Community Arts, Inc.  
PO Box 641  
Albany, New York 12201  
or  
[Mkbanks8788@gmail.com](mailto:Mkbanks8788@gmail.com)

*The Grand Arts Performance Hall*