



OWATONNA ARTS CENTER PERFORMANCE ARTS HALL & GROUNDS

1. All dates must be cleared with OAC staff.
2. The renter must have on file, at the Arts Center, a completed rental form and down payment to rent the facility.
3. Moving of the Arts Center equipment, furnishing, stained glass panels, piano, etc, by the renter is prohibited. If anything needs to be moved it will be the responsibility of the OAC Staff. Stained glass panels are to be moved only by OAC staff and must stay light at all times.
4. Smoking is not permitted in the building.
5. The right to charge admission to events at the Arts Center is reserved to the Arts Center only.
6. Due to a limited electrical system, the use of electrical equipment must be discussed.
7. All food items that are served must have been prepared in a licensed kitchen.
8. The renter will return the kitchen and its equipment in as clean and orderly fashion as they found it. This included washing all dinnerware, stemware, cookware and serving utensils.
9. The renter assumes all responsibility for property damage or other liability arising from the use of the facility.
10. Any personal or rented property will be removed from the Arts Center, by the renter immediately following the event.
11. Refund 50% ONLY if cancelled 30 days before the event. The total rental fee must be paid in advance or on the day the facility is used. A \$250 down payment is required.
12. NO decorative items or posters can be taped, pinned or nailed to the Arts Center's walls, woodwork or furnishings.
13. NO Candles.
14. NO confetti or confetti type decorations.
15. Decorations by renter, guest or coordinator must be approved by OAC staff prior to event.

OAC POLICIES REGARDING THE SERVING OF ALCOHOLIC BEVERAGES:

1. ONLY wine and/or champagne and/or beer are permitted to be served. When alcoholic beverages are served the renter must have a law enforcement person on the premises.
2. The fee is \$76.00 for the first four (4) hours. The additional hourly rate is \$19.00 per hour (This fee is subject to change at any time.)
3. Law-enforcement officials must be present for events that run past 8:00 pm.
4. NO alcoholic beverages can be served to anyone under the age of 21.
5. The renter must have a responsible adult serving the alcoholic beverages at all times.
6. NO sale of alcoholic beverages is permitted by the renter. (NO CASH BAR ALLOWED)
7. NO alcoholic beverages or open containers of any kind can leave the inside of the Owatonna Arts Center building.
8. NO beverages or open containers in the State School Museum, City Office area, or Gardens.
9. NO alcoholic beverages can be served after 12:30 a.m.
10. ALL alcoholic beverages must be removed and disposed of by 1:00 a.m.
11. If a renter wished to serve alcoholic beverages the renter needs to contract for those services with a cater that has an on-sale hard liquor license with a catering permit. A copy of a current license and catering permit must be on file one month in advance of the event at the Arts Center.
12. All members of the rental party must leave by 1:00 a.m.
13. Upon signing the rental agreement, I hereby waive the Owatonna Arts Center and the City of Owatonna of any liability associated with the serving of alcoholic beverages at this event or after.