

**MCA LEASE AGREEMENT**

Today's Date: _____

This agreement is between Marion Cultural Alliance, Inc. (MCA) and the Lessee listed below for limited use of the following facility:

- Brick City Center for the Arts
 23 SW Broadway Street
 Ocala, FL 34471
 352-369-1500

LESSEE:

Organization Individual: _____

Organization Contact: _____ Title: _____

Address: _____

Best Phone: _____ Email: _____

Current MCA Member (person or organization) Not a Member

Event Name: _____

Requested Date and Time: _____

Alternate Date / Time: _____

FACILITIES:

Marion Cultural Alliance, Inc., (MCA) a 501(C) 3 non-profit organization, operates Brick City Center for the Arts (BCCA) to further its mission of supporting the arts and cultural activity in Marion County. BCCA is a historic building that is owned by the City of Ocala, operated as an art center since 1992. Monies earned through rentals assist in funding the operation and maintenance of the building, keeping it available for the public in the heart of historic downtown Ocala.

BCCA consists of a main gallery, a courtyard area and a non-cooking kitchen in which food can be stored and staged for presentation, the MCA gift shop, and a loft area containing the business office of MCA. The courtyard area is accessible by stairs from the interior. The main gallery area has the capacity for up to 80 people with the addition of the courtyard brings the capacity up to 120 people. Use of tables, tablecloths, chairs, portable walls, and the use of MCA's Clavinova Piano are included in the rental agreement *if needed and requested*.

Important Information Regarding Your Event from the Board at MCA:

MCA wants you to have a wonderful experience in its facilities and does its utmost to provide you with a unique space for your event, maximizing the resources at its disposal. Knowing and understanding the requirements and limitations of time, space, and assistance in this agreement will allow MCA and you to work together to ensure your event is a successful one. **Due to COVID-19 health regulations, face masks are required inside the gallery at all times.** Please read the following important notes. We welcome your feedback. Please contact Gallery Manager with any questions, comments, or concerns you may have at 352-369-1500.

- **Preparation:** In order to ensure a successful event, MCA recommends that all activities of the event be planned out well in advance. Special needs for event are to be discussed upon booking, but no later than one month prior to event. These needs would include area set up, podiums, portable walls, easels, electrical access, projector, or space over and above the standard exhibit area. Table and chairs are provided; however, additional charges apply if assistance is requested.
- **Staffing of Show:** Lessee's responsibility. MCA is unable to provide staff to assist with this activity. A staff member will be available to open/close the facility. Staff assistance is not included, except for specific activities for additional fees. Lessee's use of the facility for this rental is strictly limited to rental period. No space is available for pre-or post-event storage. Equipment and furniture rental pick-up and drop-off can be accommodated; however, arrangements and times must be arranged in advance by contacting the Events Manager at 352-369-1500. If your event occurs during normal business hours, be aware that the MCA staff will be working in its office in the gallery loft which is accessed through the gallery (BCCA). Sorry, no pets except for official service dogs.
- **Custody & Care of Facility & Artwork:** No holes or hanging devices are to be added to the walls, floors, podiums, or portable walls. MCA Gift Shop, Member Cafe, Honor Bar and piano are to remain in place. Please ask staff if you have special requests or needs regarding these. Safety is paramount. Fire regulations require that the front doors and east side double doors must be unlocked when the building is occupied. The single east side door near the kitchen must be unlocked when there are more than 30 people in the building. No open flames at any time. The gallery is a no-smoking facility, including the patio and entrances.
- **Liability insurance** documentation must be on file at least 2 weeks prior to event. Events that do not have the appropriate liability insurance will be canceled with any all deposits and payments forfeited. Please review insurance provisions carefully to understand & comply with Lessee's responsibilities and liabilities regarding these facilities, their contents, your property, and the actions of your guests. If you are planning on serving alcohol, there is a lot to know. Please pay careful attention to this section of the agreement, and contact MCA with any questions.
- **Set Up & Breakdown, Clean Up:** Regardless if Lessee did not choose for MCA staff to breakdown and clean up after their event, Lessee is ultimately responsible for leaving the facility restored to condition found prior to event. This includes kitchen, floors, and restrooms. All waste is to be removed by lessee from facility (including courtyard) at the end of the event.
- **Availability of Space:** All pre-show preparation, set up, break down and cleanup must be scheduled within the time frame of the rental agreement. No space can be provided for pre-or post-event storage. If special arrangements need to be made for removal of rentals, please advise. All events must conclude by 10 pm. Please make note of all payment and cancellation deadlines, as deposits can be forfeited if these deadlines are not met. This is necessary in order to insure you have everything in order for your event timely, and to optimize the availability of the facilities for others.

RENTAL FEES AND SPACE AVAILABLE:

GALLERY ART EXHIBIT: - \$750 per month. Includes gallery, tables, chairs & movable walls as needed. Patio available for \$100, limited use and waiver of liability for any property placed on patio required.

- w/ Opening Reception (date _____) w/ Closing Reception (date _____)
 Patio use requested for Opening Reception Closing Reception

 ONE TIME SPECIAL EVENT:

Gallery & Courtyard Space: \$150 per hour, minimum of 3 hours, including set up and break down time. Plus, a \$75 required set up/break down fee by MCA staff. ALL EVENTS ARE TO BE CONCLUDED BY 10pm.

- Public OR Private
 Party/Reception Performance Wedding Other _____
 Ticketed or admission (cost of ticket: _____) OR Free
 Expected attendance: _____

 ONLY Courtyard Space: \$175 for 2 hours

- Public Private
 Party/Reception Performance Wedding Other _____
 Ticketed or admission (cost of ticket: _____) OR Free
 Expected attendance: _____

RECURRING EVENT (Workshop or Meeting): \$125 per hour, includes set up/break down by MCA staff.

- Public Private

Describe _____

- Ticketed or admission (cost of ticket _____) OR Free
 Mini projector & portable screen is needed OR Not needed
 Expected attendance: _____

 CATERING: Food will be served free of charge

- Food will be served w/ price of admission or sold to attendees
 Name of Caterer: _____ Self-Catered
 Food or beverage will not be served.

ALCOHOL: ONLY Wine & Beer may be served or sold (with proper insurance and licenses) during events, if tokens are used (1 - 2 per person) at BCCA. Liquor & spirits may not be served at events in BCCA. Please indicate below:

- Wine and/or beer will be served free of charge.
 Wine and/or beer will be served w/ price of admission or sold.
 I or my caterer _____ has the following:

1. Off Site Liquor License? Yes (please provide copy) No
 2. Bartenders Certificate of Liability? Yes (please provide) No
- No Alcohol will be served.

Note: Off Site Liquor License and Bartenders Certificate of Liability must be provided 60 days prior to event or at time of booking event (whichever is later), or event will be canceled or modified such that alcohol is not served.

INSURANCE:

Private Event: My event is a onetime event covered by my homeowner's insurance (please provide certificate).

Public Event: I have liability insurance (please provide certificate).

- I will name MCA as a sponsor of my event so I may be covered under its liability policy (not available to all events). MCA will appear in advertising, signs, programs Nominal fee will be charged.

Liability floater from MCA (not available to all events) @ _____

All parties which lease MCA premises must provide a certificate of insurance, including a hold harmless clause in favor of MCA, with a minimum of \$1,000,000 per occurrence and \$2,000,000 general aggregate of General Liability with an insurance company authorized to do business in the state of Florida. **Marion Cultural Alliance and the City of Ocala are to be shown as additional named insured.**

Your insurance must indicate the following: "The renter is responsible for all injury or damage of any kind to person or property arising out of any act or omission of the renter, its employees, agents, contractors or guests in connection with its use of the Brick City Center for the Arts. The renter shall indemnify and hold harmless Marion Cultural Alliance, its Board of Directors, officers, agents and employees against any and all damages, claims, expenses or other liability due to personal injury or death, or damage to property arising out of any act or omissions of the renters, its employees, agents, contractors or guests in connection with its use of MCA facilities."

"Lessee holds MCA harmless for any damages to my artwork or property while at Brick City Center for the Arts as part of an exhibit or event, and accepts responsibility for any damages caused to the facility or contents by me or any guests of my event, including artwork exhibited and owned by others."

CANCELLATIONS: Please follow payment deadlines. No refunds will be given regardless of reason for cancellation. No exceptions will be made even in cases of hardship.

PATIO: Please note that the public may gain unauthorized access to patio, and any property located there is at additional risk of theft or loss.

PLEASE CHECK:

- Assistance with table and chairs set up and break down @ \$75 per occurrence.
- Lessee understands that the gallery will be CLOSED to the public (unless otherwise requested) during event, and that the gallery will contain art that may not be removed or moved without permission of, and only by, MCA employees or its designees.
- Lessee acknowledges MCA office will be staffed during normal operating hours.
- (For Exhibit Rentals) Lessee must have all art or exhibit pieces for sale. MCA will receive a commission of 30% of any work sold during the exhibit period that was displayed in the exhibit. Sales will be closed through MCA, and artist commission paid by the 15th of the month following the exhibit.
- MCA produced signage options. Lessee to provide sponsor logos and copy of any artwork in digital form.
 - Projector & Screen Set Up - \$20
 - Sponsor Poster on Easel - \$50
 - Gallery Window Signage (24x36") - \$60
 - Promotional Flyers - \$35

OFFICE USE

RENTAL DATE: _____

EVENT NAME: _____

LESSEE: _____

**BRICK CITY CENTER FOR THE ARTS
RENTAL RATES
Effective January 1, 2021**

Interior/Exterior \$150 per hour - 3 hour minimum	
Exterior (Courtyard only) \$175 for 2 hours	
MCA Staff Provide Set up/Break Down tables and chairs \$75	
Tablecloths \$15 per (Black & White Available)	
Total (+ 6.5% tax rate) *A 50% deposit is due at signing to secure date.	

ONE TIME SPECIAL EVENTS – PLEASE COMPLETE:

Number of 8' tables needed (4 available): _____

Number of 6' tables needed (2 available): _____

Number of 60" round tables (5 available): _____

Number of 35" small round tables (2 available): _____

Number of 32" high-top tables (4 available): _____

Number of chairs needed (75 available): _____

Projector & screen is needed, not needed (fee of \$50)

Set up and breakdown is needed, not needed. (fee of \$75)

PLEASE FURTHER SPECIFY YOUR NEEDS:

Lessee's authorized signature below indicates agreement to comply with all the terms and conditions of the policies and procedures associated with and incorporated in this Rental Agreement.

Lessee Name Print: _____ **Date:** _____

Signature: _____

LESSEE'S INITIALS

MCA INITIALS