

# MARION CULTURAL ALLIANCE, INC.

## Brick City Center for the Arts (BCCA) | Facility Rental Agreement



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### EVENT DETAILS

**Today's Date:** \_\_\_\_\_ **Lessee Type:**  Organization  Individual

**Lessee Name:** \_\_\_\_\_

**Event Day Contact:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Event Name:** \_\_\_\_\_

**Event Type:** \_\_\_\_\_

**Requested Date & Time:** \_\_\_\_\_

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**Rental Status:**  Contract Signed |  Gallery Rules Signed |  Deposit Received |  COI Received

**Set Up Type:**  Dinner (rounds) |  Theatre (chairs) |  Classroom/Meeting (longs) |  Standing (hi-tops)

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### FACILITY INFORMATION

*Brick City Center for the Arts (BCCA), home of Marion Cultural Alliance, Inc.*

23 SouthWest Broadway Street, Ocala, FL 34471

Contact: Jonia McGill, MCA Event Coordinator

Email: [galler@mcacala.org](mailto:galler@mcacala.org) | Phone: 352-369-1500 | [www.mcacala.org](http://www.mcacala.org)

Business Hours: Tues–Fri 10 AM–5 PM | Sat 11 AM–4 PM | Closed Sun–Mon

BCCA is a historic downtown venue owned by the City of Ocala, and operated by *Marion Cultural Alliance (MCA)*, a 501(c)(3) nonprofit dedicated to supporting arts and culture in Marion County. BCCA consists of a main gallery, a courtyard area, a non-cooking kitchen in which food can be stored and staged for presentation, the MCA Gallery Shop, and a loft area containing the business office of MCA.

#### Spaces Available:

- Main Gallery / INDOOR (capacity up to 80)
- Courtyard / OUTDOOR (capacity up to 40)
- Combined INDOOR/OUTDOOR (up to 120)
- Small kitchen space (staging only – *available upon request*)

#### Seating Capacity:

- 60 seated (mixed tables, round & buffet)
- 70 theater-style
- 80–120 standing reception

**RENTAL OPTIONS** *(A \$250 non-refundable deposit is required to reserve your date)*

**Gallery Rental (Indoor)**

- **\$650** (3-hour event + 2 adtl hours for set up / breakdown = 5hr total)
  - **\$200** per additional hour
- Includes both gallery & courtyard access, tables and chairs

Expected Attendance: \_\_\_\_\_  Public  Private

Event Type  Reception  Dinner  Wedding  Classroom  Other: \_\_\_\_\_

Ticketing:  Free  Paid (\$ \_\_\_\_\_)

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**Courtyard Only (Outdoor)**

- **\$350** (2-hour event)
  - **\$150** per additional hour
- No indoor gallery access after business hours

Expected Attendance: \_\_\_\_\_  Public  Private

Event Type:  Private Party  Performance  Wedding  Other: \_\_\_\_\_

Ticketing:  Free  Paid (\$ \_\_\_\_\_)

*Courtyard (outdoor) patio tables and chairs are in place year-round and are included for use in your rental fee. For additional tables/chairs requested, please coordinate with the Event Coordinator.*

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**Meetings, Workshops, & Recurring Events**

- **\$250 per hour** (one-time, 2hr minimum)
- **\$200 per hour** (3-month minimum agreement – *contact Gallery Director for details*)

Public  Private

Ticketing:  Free  Paid (\$ \_\_\_\_\_)

Expected Attendance: \_\_\_\_\_

AV Needs  Projector  TV (PC only)  Bluetooth Speaker  Bluetooth Mic (2)  None

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**INCLUDED EQUIPMENT FOR INDOOR RENTALS** *(Please indicate quantities)*

- 8' Tables (6 available): \_\_\_\_\_
- 60" Round Tables (5 available): \_\_\_\_\_
- High-Top Tables (4 available): \_\_\_\_\_
- Chairs (70 available): \_\_\_\_\_
- Tablecloths (\$15 each) – Y/N?: \_\_\_\_\_ Color?  Black  White  Navy

EVENT LOGISTICS (A final layout plan is required at least 2 weeks prior to the event)

**Walkthrough Date & Time:** (Please schedule with MCA Event Coordinator)

**Set-Up Time** (Day of Event): \_\_\_\_\_

**Breakdown Time** (Day of Event): \_\_\_\_\_

**Decorator**  Self  Vendor(s): \_\_\_\_\_

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 lessee's party rentals, please coordinate with the Event Coordinator. We reserve the right to refuse rental for any event deemed inappropriate for the space or potentially damaging to the art.

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CATERING & ALCOHOL

**Caterer:**  Self  Vendor / Company: \_\_\_\_\_

Food Service:

- Complimentary (free or included)
- Sold separately
- No food service

Alcohol:

- None
- Served (free or included)
- Sold (permit or licensed vendor required)\*

MCA has a State of Florida Bottle Club License. Patrons are allowed to bring and serve their own alcoholic beverages at no extra cost. \*If alcohol is **SOLD**, proper documentation must be provided at least 2 weeks prior.

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INSURANCE REQUIREMENTS

All rentals require a **Certificate of Insurance** (COI) including:

- \$1,000,000 per occurrence
- \$2,000,000 aggregate liability coverage
- MCA + City of Ocala listed as Additional Insured

Individual, homeowner's / private insurance     Organization with Liability Insurance (provide copy)

**General Liability coverage is required. Failure to provide documentation will result in cancellation without refund. 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."

## KEY POLICIES (SUMMARY)

### Planning & Timing

- All events must end by 10 PM unless approved by the Gallery Director
- Setup and breakdown must occur within rental window (\$200hr fee will apply)

### Staffing

- Lessee is responsible for all event staffing
- MCA provides only opening/closing access
- Gallery will be closed to the public during rental hours

### Artwork Protection

- Absolutely no touching, moving, or altering artwork on display, including Gift Shop
- Any damages = full financial responsibility

### Decorations

- Self-contained (nothing attached to walls, floors or fixtures)
- No glitter, bubbles, confetti, candles, or open flames
- Bar, Gift Shop, piano, and artworks all stay in place, unless previously approved

### Clean-Up

- All trash must be removed by the lessee and/or hired catering company
- Space must be returned to original condition (\$150 cleaning fee may apply)

### General Rules

- No smoking / No vaping
- No pets (except service animals)
- No cooking on site
- Gift Shop, bar top, piano, and displays must remain in place
- Lessee is fully responsible for guests and vendors, including supervising children
- Lessee must acknowledge and follow all MCA policies & safety regulations

## PAYMENT SUMMARY

<b>RENTAL FEE:</b>	<b>ADDTL HOUR(S):</b>	<b>DEPOSIT:</b>	<b>TABLECLOTHS:</b>	<b>ADDTL COST(S):</b>	<b>BALANCE DUE:</b>
<input type="checkbox"/> Gallery: <u>\$650</u> (3hr) <input type="checkbox"/> Courtyard: <u>\$350</u> (2hr) <input type="checkbox"/> Meeting: <u>\$250</u> (p/hr) <input type="checkbox"/> Other: _____	Gallery: <u>\$200</u> Court: <u>\$150</u>	<i>(50% of rental total, non-refundable)</i>  <b>Date:</b>	<i>(\$15 per linen)</i>  <b>Quantity:</b>  <b>Color:</b>	<b>(OPTIONAL)</b>	<i>(Due 1 Week Prior to Event Date)</i>  <b>Date:</b>
\$	\$	\$	\$	\$	\$

## LIABILITY & AGREEMENT

- Lessee acknowledges that Brick City Center for the Arts is an **active fine art gallery**, and agrees to uphold the highest standards of care, conduct, and respect for the artwork, facility, and staff. The art, piano, bar and displays **may not be removed or moved without permission of, and only by, MCA staff.**
- Lessee must ensure that event will end **ON TIME**, and that all catering crew members, bartenders, servers, and any other **hired staff for your event are paid and out of the building before lessee leaves.**
- Lessee understands that they are **responsible for event set up and clean up** immediately after event concludes, and that all leftover food, drinks and/or **WASTE must be removed by the lessee and/or the hired catering company at the end of the event.** A \$150 may be required to restore facility.
- Lessee agrees to be solely **responsible and liable for the conduct, safety, and security of its guests, employees, agents, vendors, and subcontractors and to take all reasonable actions necessary to ensure their safety and security.** This responsibility shall specifically include, but not be limited to: **monitoring consumption of alcohol** (no service to minors or visibly intoxicated guests), **keeping the Gallery free of dangerous conditions** and/or warning guests, vendors, and subcontractors of the dangerous condition; **employing reasonable security measures to ensure the safe and orderly conduct of all guests, vendors, and subcontractors**; and employing reasonable security measures to prevent any uninvited individuals from entering the Gallery.
- Lessee agrees to **adhere to all rules and regulations regarding security and safety as determined by Marion Cultural Alliance and the Ocala Police Department.** All Ocala Police officers are authorized representatives to advise any person to leave the premises. Failure to leave the premises after being instructed may result in arrest for trespassing after warning. Any breach of security or safety regulations by the Lessee or by any person invited onto the BCCA premises by the Licensee or the Licensee's organization can result in the cancellation of the event by MCA staff at any time prior to or during the event. If cancellation occurs due to a security or safety breach by the Lessee, Marion Cultural Alliance reserves the right to refuse refund of any payments made.

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## SIGNATURE

- I have read and agree with all MCA rental policies and understand that any violations may result in event termination without refund.

By signing below, Lessee agrees to all terms outlined in this agreement.

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

**Signature:** \_\_\_\_\_

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## ADDITIONAL INFORMATION (LIST OF CATERERS, GALLERY LAYOUT, PHOTOS, ETC)

(Available upon request or at [www.mcaocala.org/rent-the-brick](http://www.mcaocala.org/rent-the-brick))

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***Thank you for supporting Marion Cultural Alliance and the arts in our community.***