



## Rental Event General Rules and Policies

The Scottsdale Center for the Performing Arts (SCPA), Scottsdale Museum of Contemporary Arts (SMoCA), and the Scottsdale Mall are owned by the City of Scottsdale and managed by the Scottsdale Cultural Council (SCC), a non-profit arts organization. By contract with the City of Scottsdale, the Scottsdale Cultural Council programs, schedules and, when possible, allows organizations, corporations, and individuals to rent space for both private and public events.

SCC facility and rates are subject to change and availability. Call the facility rentals manager for more information at 480-874-4604.

When renting the Dayton Fowler Grafman Atrium for a trade show event, the renter is subject to 10 percent of each vendor's registration fee. (Example: A vendor space costs \$500, therefore \$50 would be due to SCC.)

When renting the theaters, the Atrium is available for private use for an additional fee of \$500 for commercial and \$250 for nonprofit organizations.

The Atrium also houses the Center's box office, Young @ Art Gallery and theater entrances. Events held during public hours must allow access to these areas. Any events that require prohibiting public access must be scheduled during hours when the facility would normally be closed. Set-up time for these events is limited in order to preserve public access to the Center during normal business hours. Café fixtures and furniture, etc., must remain in place. Artwork may not be obscured, moved or covered. Temporary decorations, displays and equipment are limited to items that are freestanding and can be moved easily into place.

First-priority scheduling is reserved for the Scottsdale Center for the Performing Arts. All bookings are scheduled within the Scottsdale Cultural Council's fiscal year, which runs from July 1 through June 30. The Scottsdale Center for the Performing Arts season is secured in the calendar by the end of April and all remaining available dates are released for public rentals on May 1. Due to this process, known availability and bookings for the subsequent season will not be available until this time.

### **Payment**

A deposit payment is due with the return of a signed contract two weeks from the contract date. You may cancel a date without incurring a Facility Use charge if cancellation is made sixty (60) days or more prior to the event(s) or ninety (90) days prior to an event scheduled on a Friday, Saturday or Sunday. If a date is canceled with less than the required notice, you will pay the Facility Use fee as well as any other expenses directly relating to the event incurred by the Cultural Council. Events that are booked and canceled less than thirty (30) days in advance are subject to the Facility Use fee. All canceled events are subject to a two hundred and fifty dollar (\$250) administration fee; some exceptions may apply for outdoor events and weddings.

### **Contracts and Agreements**

All contracts and/or agreements shall be in writing and executed for and on behalf of the Cultural Council. No verbal agreements, discussions, or conversations of any kind shall be construed as binding unless such exchanges are agreed upon in writing. In order to reserve Facility space, a written contractual agreement must be signed and returned along with a deposit payment prior to the event..

Small wedding ceremonies, family social functions, and personal (not for commercial purposes) photography sessions may be held on the grounds without reservation or permit with the understanding that events being held by Scottsdale Cultural Council, City of Scottsdale and/or permitted users have priority access. Please be advised that without reservation/permit, specific areas may be fenced or barricaded, grounds keeping or construction may be in process, and sprinklers may activate at any time. Alcoholic beverages and unapproved catering are strictly prohibited. We recommend that you call us to determine if space is available and/or if you would like to reserve the space.

### **Event Cost Estimate**

An event cost estimate will be issued to the user prior to any contractual agreements. The estimate is based on specific event needs. The total amount from the Event Cost Estimate must be paid in full prior to the event. If for any reason the actual costs exceed the estimated costs, the user shall pay the total balance due to the Cultural Council upon receipt of the post event invoice.

### **Licenses and Permits**

The user shall be responsible for obtaining all permits and licenses that may be required under applicable local law and regulations. Music royalties for all performances are the responsibility of the user.

### **Donations**

No collections or donations, whether for charity or otherwise, shall be made, attempted, or announced on the premises without prior written approval of the Facility Rentals Manger.

### **Liability Insurance**

Unless otherwise indicated, the Permittee is required to procure single-limit public liability insurance coverage at a minimum amount of one million (\$1,000,000) for indoor events and two million (\$2,000,000) for outdoor events, covering bodily injury, death, and property damage as well as Medical Payment Insurance in the amount of five thousand dollars (\$5,000) covering bodily injury. THE INSURANCE CERTIFICATE MUST NAME BOTH THE SCOTTSDALE CULTURAL COUNCIL AND THE CITY OF SCOTTSDALE AS ADDITIONALLY INSURED. All vendors supplying equipment or services for your event must also submit a certificate of insurance listing the Scottsdale Cultural Council and the City of Scottsdale as additionally insured.

### **Invitations / Announcements / Advertising / Marketing**

All forms of invitations, announcements and marketing is the sole responsibility of the Permittee. The Cultural Council shall have and reserve the right to approve such forms of invitations and marketing prior to publication or announcement.

**All information is subject to change.**