



Open Space Arts (Edutainment Productions) Facility Rental Application

Note: This form ALONE does not guarantee the use of the facilities; rather, it indicates an interest in facility use.

Application for Use of Facilities – Process:

1. Complete the Facility Rental Application and submit it via email to: I.E. Luckey at admin@openspaceartspwc.com
2. An OSA (Open Space Arts) Event Coordinator will review the application and verify that the space is available for the requested date. If available, the Event Coordinator will send an estimate and/or invoice to the customer and a tentative hold will be placed on the space.
3. If the customer wishes to proceed with booking the event, the Event Coordinator will send an Event Agreement to be signed by the customer. Once OSA receives the signed agreement and deposit payment, the room will be placed on a “contract” status.
4. The assigned event coordinator will set up a meeting (if required) and/or conference call with the client, the production manager, and any other stakeholders for the event to spell out the details of the event. Prior to the event date, staff members will contact the client to discuss further the final event details (catering, equipment load-in, set-up, etc.) to ensure a memorable and successful event.

Facility Rental Policies

Arrival Time:

When establishing a rental timetable, allow enough time for the client to set up and clean up. Caterers and others should be instructed not to arrive before the contracted rental time. Deliveries of rental equipment (e.g. dance floor, pipe & drape, tables, etc.), cakes, flowers, etc., must be made during the rental period.

Cancellation Policy:

Users may cancel by giving written notification delivered to OSA a minimum of 48 hours before the scheduled event; however, we prefer to be notified sooner when possible. If written notification of cancellation is received **more than** 90 days out, you are guaranteed a full refund. If written notice of cancellation is received **within** 90 days of the event, we will discuss the terms of a partial refund.

Liability Insurance:

Individuals, caterers, and organizations are required to obtain a \$1 million liability certificate of insurance for the event. The certificate will state that the user indemnifies and holds OSA, PWC Department of Parks and Recreations, JGB Smith, and Prince William Art Society harmless from and against any loss, damage, cost, or expense arising out of or in any way related to the user’s occupancy of the premises. A copy of this certificate must be provided to the Event Coordinator at least ten (10) days prior to the event.

Event Publicity:

No promotion, publicity, or advertising (printed or otherwise) may state, imply, or allude to any sponsorship by or affiliation with OSA. Any mention of OSA in print is restricted to the smallest point size on the document. Clients should include their own phone number for information.

Loading & Unloading:

Clients should use the loading area provided. Since doors are kept locked, the client should coordinate deliveries with the Event Coordinator. Short-term loading tags will be issued for loading/unloading. At no time is it acceptable for vehicles to be parked in the fire lanes or left at the loading areas after unloading.

Payment:

A deposit is required a maximum of ten days after the client receives the Event Agreement. A deposit of 35% is required to guarantee the room and date requested. The final balance is due 24 hours prior to the scheduled event date. Make checks payable to Edutainment Productions Inc. Charges for damages, excessive cleaning, or violation of the contract will be added to the final bill. Users exceeding their reserved time will be charged the applicable hourly rates. This deposit is nonrefundable and will be counted outside of the refund amount of what is paid.

Responsibility:

Clients must be at least 21 years of age and accept responsibility for supervision throughout the period of the contract. Name(s) of person(s) who will be on the site and in charge at the event must be provided to the Event Coordinator prior to the event. Only those persons specified by the applicant will be permitted to make additions or changes to the signed contract.

Damages:

OSA is not responsible for items left during the course of your event. If you chose to leave items overnight and do not request security, we are not liable for damaged, lost or stolen items.

Setup Requirements:

Setup and layout of your event must be approved by the Event Coordinator to ensure OSA is in compliance with fire code regulations. The time of the rental period includes the setup process for your event. Plan with this in mind that exceeding the reserved time limit will incur additional fees based on the applicable hourly rate.

Staffing:

Staffing is a field that requires at least one OSA manager or administrator to be present at your event to ensure the establishment is protected and the space remains up to code. If you require additional staffing for tasks concerning your event, this will require additional staffing to be added to your total payment for the same hourly rate. The required initial staffing is nonnegotiable and must be applied to the event.

Curating

Typically, the presence of an exhibit does not disrupt the event space. However, there are occasions when the removal of an exhibit is necessary to maintain the desired ambiance of the event. In such instances, our team of professional curators will be responsible for safely removing and reinstalling the artwork. Please note that this service incurs an additional cost, which can vary depending on the complexity of the exhibit setup and the duration of the event. Additional charges of up to \$300 may apply to the rental cost.

OSA FACILITY RENTAL APPLICATION –Page 3 Client Contact Information:

Date Submitted: _____

Event Title / Event Name: _____

Contact Name: _____

Legal Name of Organization: _____

Applicant is:

- Individual/Group
- Corporation
- Non-Profit 501(c)(3) (IRS Tax Letter will be required)

Street Address: _____

Apt/Suite: _____

City: _____ State: _____ Zip Code: _____ Phone: _____
_____ Mobile: _____ Facsimile: _____ Email: _____
_____ Tax

ID No.: _____ EIN# (corporations, and/or businesses): _____ Retail Sales and

Use Tax Certificate of Exemption Number: _____

Note: Please submit a copy of the exemption certificate to your Event Coordinator to avoid being charged sales & use tax. Non-Profit Organizations: In order to receive non-profit rates, NOVA must receive a copy of the organization's 501-c letter from the IRS stating that the organization is a non-profit. Until we have the copy, the event will be priced at for profit rates.

Event Details:

- Gallery
- Flex Arts Space(s)
- Arts Prep Room
- Dressing Room Area Outer Space Other (please specify room):

Estimated Attendance: _____ Admission Fee (if applicable): _____

We realize if multiple rooms will be used during an event there is a strong possibility that there will be different start/end times for individual rooms. Below please indicate the general dates/times for the planned event.

Event Start Date: _____ Event End Date: _____

Event Start Time: _____ Event End Time: _____

Type of Event:

- Performance Rehearsal
- Meeting
- Conference
- Reception
- Lecture
- Game
- Other

For Other (please specify):

_____ If the event is a performance (dance or dramatic), how many performers? _____

If the event is a performance, will there be an intermission?

- Yes
- No
- N/A Time(s):

If the event is a performance, will a technical rehearsal be required?

- Yes
- No
- N/A

Will music be played?*

- Yes
- No

N/A

Short description of event (may be used for publication on NOVA's Website, with contact information regarding cost and/or ticket info):

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_ Technical Information (for performances):

If the event is a performance, does the performing organization have a technical rider?

Yes

No

N/A

If the event is a performance, does the presenting organization have a stage manager?

Yes

No

N/A

Manager's or Technical Contact's Name (if applicable): _____

Manager/Technical Contact's Phone: _____

Email: _____

Stage and/or Room Requirements:

Podium?

Yes

No

N/A Notes: _____

Piano?

- Yes
- No
- N/A Notes: _____

Tables?

- Yes
- No
- N/A Notes: _____

How many? _____ Location(s) needed: _____

Tablecloths?

- Yes
- No
- N/A Notes: _____

How many? _____ Location(s) needed: _____

Chairs?

- Yes
- No
- N/A Notes: _____

How many? _____ Location(s) needed: _____

Will there be a registration table?

- Yes
- No

N/A Notes: _____

Will concessions/merchandise be sold?

Yes

No

N/A Notes: _____

Will there be a media platform?

Yes

No

N/A Notes: _____

Will there be any display requirements?

Yes

No

N/A Notes: _____

Will there be signage requirements?

Yes

No

N/A Notes: _____

Note: all signage must be approved by OSA, and placement is restricted to certain areas. Client must remove all signs at the end of the event. Signs may not be affixed to any permanent facility building or equipment. No decorations or other items may be tacked, taped, or affixed in any way to the walls, pillars, or any other surface of the building, inside or out. Temporary directional signs on their own supports may be in placed the day of the event but must be approved by the Event Coordinator and must be removed immediately after the event. Additional fees will be charged for unauthorized display of advertising materials or directional signs.

Additional Notes: _____

OSA FACILITY RENTAL APPLICATION – Event Catering Information:

The event will require the following type of catering service(s) – please check all that apply:

- Food
- Beverage
- Alcohol
- N/A
- Will be using a caterer, but unconfirmed at present

Type of Catering Service (please check all that apply):

- Table Service
- Buffet
- Coffee/Tea/Beverage
- Snacks

Note: To serve Alcohol, OSA requires that any user dispensing alcoholic beverages comply with the regulations of the Virginia Alcoholic Beverages Control Board. A form (Form 152-080) requesting permission to serve alcoholic beverages must be submitted to OSA. Once approved, the user must obtain a permit to dispense alcoholic beverages from the ABC Board. The user must show the permit to serve alcoholic beverages to the Event Coordinator before the event.

Catering Company Contact: _____

Catering Contact Phone: _____ Email: _____

Applicant Certification:

Applicant’s Name (signed & printed): _____

Title or position in organization: _____

On-site Designee’s Name: _____

On-Site Designee’s Contact Phone: _____ Email: _____

The signatory hereby represents him/herself as an officer of the above organization in making an application to OSA for use of Gallery facilities. The signatory has read the policy for the use of OSA facilities, agrees to abide by its terms, and assumes supervisory responsibility for the conduct and activity of all persons associated with and attending the function. The signatory understands that he/she will be held responsible for any damages to OSA property as a result of the above-mentioned activity. OSA, and JGB Smith, will be held blameless from any loss, damage liability, expense, claim, or demand that may arise or be caused in any way by such use of OSA facilities. The signatory will make necessary arrangements to ensure the area is cleaned and left in the order in which it was found. OSA staff expects full compliance with the terms of the Americans with Disabilities Act by the signatories.