

Mark Arts Event Rental Policies

Catering

Mark Arts has an open catering policy that allows renters to use any caterer that is licensed and insured. Proof of the caterer's license and insurance must be provided to Mark Arts upon request.

Alcohol

Mark Arts has a preferred list of four licensed and insured alcohol vendors. Renters are required to use a vendor on this list. No exceptions will be made.

Security

Mark Arts requires security for all events occurring after 5:00 p.m., with or without alcohol. Events occurring from 8:00 a.m. – 4:00 p.m. do not require additional security, unless alcohol is being served. Security is provided by an off-duty Sedgwick County deputy, at a rate of \$40 per hour with a 4 hour minimum. Mark Arts staff is responsible for scheduling security for events, based on total number of guests. One security officer is required for every 150 guests

Insurance

If alcohol is being served, renters are required to provide \$1,000,000 general liability insurance for the day of their event, listing Mark Arts as additional insured.

Audio Visual

Mark Arts requires use of a preferred vendor for audio visual needs.

Event Set-Up and Tear Down

Rental time is exactly as stated on the contract. Early arrival for set-up will not be permitted, and all items must be removed from the facility by time stated on the contract. If start time and end time are not met, additional fees will apply. Mark Arts staff reserves the right to alter room set-up if the safety of the building, guests or the general public may be impacted.

Tables and Chairs

Pricing includes the use of tables and chairs for up to 400. Mark Arts staff is responsible for one room set. Additional room configurations are the responsibility of the renter.

Securing Your Date

To secure a date, a signed contract, a \$500 refundable security deposit and 50% of total rental cost (nonrefundable) are required.

Security Deposit

A \$500 refundable damage deposit is required at the time the contract is signed. The \$500 security deposit will be refunded after the event if damages are not incurred.

Cancellation

Cancellation of an event with fewer than 90 days' notice is subject to full rental fee.

Miscellaneous

- The use of open flame, rice, birdseed, confetti, soap bubbles, glitter, sand, sparklers or balloons on Mark Arts property is prohibited.
- Mark Arts reserves the right to deny any inappropriate décor.
- All flowers and arrangements must be from an approved florist, floral wholesaler or greenhouse to avoid introduction of any pests that could be harmful to the artwork.
- No smoking inside the building. Smoking is only permitted in designated area outside.

- Use of Mark Arts logo and building likeness in printed materials must be approved in advance by Mark Arts staff. You may use the name 'Mark Arts' in invitations and printed materials to identify the location of the event, but you may not use the name in the title of your event.
- Touching, handling or moving of artwork is prohibited. Layout of the Gallery will not be moved to accommodate rentals without an additional charge. Photography of art is prohibited.
- All rental related deliveries by third-party vendors must be coordinated and prescheduled with Mark Arts staff a minimum of two (2) weeks prior to the event. Mark Arts staff must be on site during deliveries. Deliveries must occur on the day of the event.
- Mark Arts assumes no responsibility for loss or damage to articles brought on site by the renter or its caterer or vendors.