

THE WICHITA CENTER FOR THE ARTS

9112 EAST CENTRAL ■ WICHITA, KS 67206 ■ 316.634.2787

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FACILITY RENTAL INFORMATION

GALLERIES	RENTAL FEE	DIMENSIONS	MAX. CAPACITY
<i>Rounds Gallery</i>	<i>\$700 per event</i>	<i>50' x 68'</i>	<i>150</i>
<i>Wiedemann Gallery</i>	<i>\$400 per event</i>	<i>80' x 22'</i>	<i>100</i>
<i>Contemporaries Gallery</i>	<i>\$300 per event</i>	<i>48' x 20'</i>	<i>49</i>
<i>Library/Conference Room</i>	<i>\$75 per event</i>	<i>30' x 20'</i>	<i>12</i>

THEATRE			
<i>Events Using the Stage</i>	<i>\$650 per day</i>	<i>Stage Depth 40', Stage Right and Left Wing Space 20', Proscenium 40'6" x 16'</i>	<i>485</i>
<i>Rehearsals</i>	<i>\$325 per day</i>	<i>Stage Depth 40', Stage Right and Left Wing Space 20', Proscenium 40'6" x 16'</i>	<i>485</i>
<i>Events in Front of the Curtain</i>	<i>\$325 per event</i>	<i>Proscenium 40'6" x 16'</i>	<i>485</i>
<i>Backstage Dance Studio</i>	<i>See Studio 2 (below)</i>	<i>35' x 24'</i>	<i>20</i>

STUDIO 2 - must be available and approved by Executive Director and Education Director.

<i>Daytime Rental</i>	<i>\$75/two hours</i>	<i>30' x 30'</i>	<i>50</i>
<i>Daytime Rental</i>	<i>\$175/ over two hours</i>	<i>30' x 30'</i>	<i>50</i>
<i>Evening</i>	<i>125/ two hours</i>	<i>30' x 30'</i>	<i>50</i>

COURTYARD AND LAWN			
<i>Situated on 15 manicured acres, the Center provides the perfect location for an outdoor event. The Courtyard features a reflecting pool. The Lawn offers a variety of locations for special events.</i>	<i>\$400 per event</i>	<i>Varies</i>	<i>Varies</i>

PLEASE NOTE

- All rates listed above are subject to change.
- Rental fees at The Wichita Center for the Arts include most equipment use, including a professional kitchen for use by the caterer of your choice, a maintenance staff member and the rental coordinator on site.
- All alcoholic beverages **MUST** be served by a traveling liquor licensed bartender. The use of kegs is prohibited.
- For security purposes, the Center will hire an off-duty police officer at the renter's expense.
- The Center is **wheelchair accessible** and provides 12 handicapped parking spaces. Approximately **352 parking spaces** are available on the Center's grounds.
- The Center is a **smoke free facility**.
- All events must end (over & cleaned up) by **11:00 p.m.**
- A deposit of **\$100 per event** will secure your reservation date. **This deposit is non-refundable.**
- The Lessee must submit **Certificate of Insurance one week prior the event; failure to submit the Certificate of Insurance may result in cancellation.** See page 5 for more details.
- No lit candles are allowed anywhere on Wichita Center for the Arts property.
- Small particles such as sand, rice, glitter, etc. are prohibited on the grounds.
- Thank you for supporting the Wichita Center for the Arts. Your rental helps support The Wichita Center for the Arts' mission.

GALLERY & LIBRARY EQUIPMENT AVAILABLE

14	6 foot Round Tables – seats 10 each (72 inch diameter)
10	Cabaret Bar Tables (30 inch diameter – 42 inches high)
10	8-foot Rectangular Tables
2	6-foot Rectangular Tables
1	3-Piece Banquet Table (48 inches wide – 115 inches long)
1	Large Banquet Table (48 inches wide – 144 inches long)
116	White Samsonite Folding Chairs
1	CD Carousel and Sound System (Gallery only)
1	Free Standing Projector Screen
1	Microphone with Stand
1	Podium
1	Television, VCR and DVD Player
1	Steinway Grand Piano (additional \$475 rental fee includes tuning)

GALLERY & LIBRARY RENTAL DETAILS

1. All rentals **must** work around the exhibits that are installed in the galleries. The Executive Director and the Gallery Director must approve any exceptions in advance.
2. The Lessee and/or their guests **will not touch, handle or move any artwork** in the galleries.
3. Center staff will do all set-up of the Center's tables, chairs or equipment. They will not be available for additional set-up during the course of the event. All arrangements must be made prior to the event.
4. The Gallery Director and the Rental Coordinator must approve, in advance, all decorations, lighting, catering or equipment needed for the event
5. All elements desired to be hung from the ceiling must be installed by the Gallery Director only.
6. Sale of any items belonging or related to the Lessee is strictly prohibited.
7. All of the Lessee's possessions must be removed the day or evening of the event unless other arrangements have been made with the Rental Coordinator. The Center will not be responsible for paying any other personnel, other than Center staff.
8. All event deliveries and pickups must be scheduled in advance with the Rental Coordinator.
9. The Lessee is responsible for leaving the leased space in the state in which it was found prior to the event.
10. The Lessee must abide by existing fire codes and maximum occupancy restrictions. Gallery Maximum Capacity is 299.
11. The Lessee will be financially responsible for any damage incurred to the facility and its contents as a result of the event for which the facility was rented.
12. The Lessee is responsible for maintaining insurance in accordance with the terms of the Rental Agreement. **The Lessee must submit Certificate of Insurance one week prior the event; failure to submit the Certificate of Insurance may result in cancellation.**
13. All events in the galleries **must** end (over and cleaned up) by 11:00 p.m.
14. No lit candles are allowed in the galleries. Battery operated candles may be used.
15. The Center does not guarantee space in case of inclement weather, or snow removal.

THEATRE DETAILS & EQUIPMENT AVAILABLE

• Seating for 484	• Expression 2448 – Lighting
• 8 Wheelchair Accessible Seats	• 114 Dimmers – Lighting
• Proscenium 40’6” x 16’	• Movable Black Masking and Black Floor
• Stage Depth (40’)	• VHS and DVD Player
• Wing Space (20’ stage right & left)	• Movie Screen
• Dressing Rooms (1 Men & 1 Women)	• Slide Projector
• Dance Studio (\$20/hour)	• Podium
	• Microphones (3 Floor and 1 Podium) No wireless or body mics available.
	• Dual Cassette/CD Changer/Mixer
	• Steinway Grand Piano <i>(additional \$475 rental fee includes tuning)</i>

THEATRE RENTAL DETAILS

1. The Center’s technical staff must be present whenever the lessee is occupying the theatre, during setup or rehearsal for the event, and for the event itself. The rental fee for the theatre includes 4 hours of **one** Center staff light technician. **Additional hours are \$20 per hour, per person.** All personnel needs must be approved through the Rental Coordinator prior to the event. Sound technicians are available if needed and arranged in advance of the event. A fee will be charged at a rate of \$20 per hour.
2. All theatre equipment must be set-up and run by the Center Theatre technicians. The Lessee is responsible for any cost of equipment needed outside of what is provided at the Center.
3. Any equipment or items brought in for the event must be removed at the end of the event unless previous arrangements are made.
4. No painting, installation or physical changes can be made without the consent of the Director of Theatre. If changes are made, the cost of restoring the space to its original condition is the responsibility of the Lessee.
5. All schedules for load in, rehearsal and performance must be cleared with the Director of Theatre.
6. The Center is not responsible for any recording, video taping or photography of the event.
7. The Center staff must be present to supervise any box office personnel, ushers or ticket takers who were provided by the Lessee. All box office setup is the responsibility of the Lessee. The Center is not responsible for any cash that is used or taken before, during or after the event.
8. No food or beverages are allowed in the theatre without prior approval from the Center.
9. The Lessee must abide by existing fire codes and maximum occupancy restrictions. Theatre Maximum Capacity is 484.
- 10. The Lessee must submit Certificate of Insurance one week prior the event; failure to submit the Certificate of Insurance may result in cancellation.**
11. The Lessee will be financially responsible for any damage incurred to the facility and its contents as a result of the event for which the facility was rented.
12. The Lessee is responsible for maintaining insurance in accordance with the terms of the Rental Agreement.
13. All events in the Theatre must end by 11:00 p.m.

STUDIO EQUIPMENT AVAILABLE

14	6 foot Round Tables – seats 10 each (72 inch diameter)
10	Cabaret Bar Tables (30 inch diameter – 42 inches high)
10	8-foot Rectangular Tables
4	6-foot Rectangular Tables
140	White Samsonite Folding Chairs
1	Free Standing Screen
1	Slide Projector
1	Television, VCR and DVD Player

STUDIO RENTAL DETAILS

1. All set-up of the Center's tables, chairs or equipment will be done by the Center staff. They will not be available for additional set-up during the course of the event. All arrangements must be made prior to the event.
2. All decorations, lighting, catering or equipment needed for the event must be approved by the Education Director and the Rental Coordinator.
3. All of the Lessee's possessions must be removed the day and/or evening of the event unless other arrangements are made with the Rental Coordinator.
4. The Center will not be responsible for paying for extra personnel, other than Center staff.
5. All event deliveries and pickups must be scheduled with the Rental Coordinator.
6. The Lessee is responsible for leaving all areas including the kitchen in the state in which they were found prior to the event.
7. The Lessee must abide by existing fire codes and maximum occupancy restrictions.
8. **The Lessee must submit Certificate of Insurance one week prior the event; failure to submit the Certificate of Insurance may result in cancellation.**
9. The Lessee will be financially responsible for any damage incurred to the facility and its contents as a result of the event for which the facility was rented.
10. All events in the Center's Studios must end by 11:00 p.m.

COURTYARD AND LAWN RENTAL DETAILS

1. The Center's tables, chairs and equipment will not be available for outdoor use. The Lessee is responsible for any tables, chairs or equipment for outdoor events, and must be approved by the Executive Director and the Rental Coordinator. The Executive Director and the Rental Coordinator must approve all decorations, lighting, catering or equipment needed for the event.
2. The Center is not responsible for an "in case of rain" plan. "In case of rain" plan must be discussed with Rental Coordinator.
3. Lessee is responsible for arranging additional trash containers or portable restrooms from vendors.
4. All of the Lessee's possessions must be removed the day and/or evening of the event unless other arrangements are made with the rental coordinator. The Center will not be responsible for paying for extra personnel, other than Center staff.
5. All deliveries and pickups to the Center, which are a part of the event, must be scheduled with the Rental Coordinator.
6. The Lessee will be financially responsible for any damage incurred to the grounds, facility and its contents as a result of the event for which the facility was rented.
7. The Lessee is responsible for maintaining insurance in accordance with the terms of the Rental Agreement. **The Lessee must submit Certificate of Insurance one week prior the event; failure to submit the Certificate of Insurance may result in cancellation.**
8. No painting, installation or physical changes can be made without the consent of the Executive Director. If changes are made, the cost of restoring the space to its original condition is the responsibility of the Lessee.
9. Any equipment or items used brought in for the event must be removed at the end of the event unless previous arrangements are made.
10. The Center is not responsible for any recording, videotaping or photography of the event.
11. All events on the Center's grounds must end by 11:00 p.m.

INSURANCE REQUIREMENTS

The Wichita Center for the Arts requires the Lessee to have insurance coverage for the day of the event. ***The Lessee must submit Certificate of Insurance one week prior the event; failure to submit the Certificate of Insurance may result in cancellation.*** Lessee, at its expense, shall maintain plate glass and public liability insurance including bodily injury and property damage insuring Lessee and Lessor with minimum coverage as follows:

Minimum Requirements for Certificates of Insurance

Commercial General Liability	
Bodily Injury & Property Damage	\$1,000,000 each occurrence \$2,000,000 aggregate-products \$1,000,000 personal and advertising injury \$2,000,000 general aggregate \$ 100,000 damage to rented premises (ea. occurrence) \$ 5,000 medical expenses (any one person)

The Wichita Center for the Arts, Inc., its agents, directors and officers, servants and employees named as Additional Insureds. User's insurance is primary with respect to any insurance or self-insurance program as maintained by The Wichita Center for the Arts, Inc.