

Amy E. Tarrant Gallery Rental Information

Rental Costs and Payment

Rental Costs: Rental rates for the gallery can vary by lessee tax status and type of event being held. To request a quote, please contact Program Manager Chelsea Cockrell at 802.652.4502 or ccockrell@flynncenter.org. In addition to the rental fee, there is a \$50 custodial charge for events when food/beverages are served. For both gallery and lobby use, the custodial charge is \$75.

Staffing: Events occurring after office hours (Weekdays 9am-4pm) must be staff by a House Manager at a rate of \$32.50 per hour for a minimum of three hours. The House Manager must be in the building for the load-in, set-up, the event itself and clean-up. Additionally, a representative of the Lessee must be on site throughout the entire event (load-in to load-out).

Payment: Payment is due 7 days prior to the date of the event. If final charges are dependent upon the event itself (House Manager or Bartender hours, open bar tab), the rent may be due in advance. The balance of payment would then be invoiced following the event and is due within one month of the event. Checks can be made payable to the Flynn Center for the Performing Arts.

General Information

Professional Art Gallery: The Amy E. Tarrant Gallery is a professional art gallery and must be respected as such. Lessee is liable for any damage to walls, equipment, and artwork for the duration of the event.

Intended Use: The gallery is reserved for meetings, retreats, and receptions, and cannot be used for paid, public events due to the conditions of Flynn liability insurance. Space is intended for quiet enjoyment with consideration for adjoining tenants amplified sound, percussion and heavy bass, jumping, clogging and other movement, all of which require special scheduling considerations.

Left as Found: The space must be left as found, this includes removal of all of Lessee supplies/equipment/food and general pick-up. If the Lessee uses Flynn tables or the adjoining kitchen, each will be clean and clear prior to the set-up of the event. Lessee must leave said tables and kitchen in the same condition at the end of the rental period.

Capacity: 57 people in the gallery; if both gallery and lobby are used, capacity can increase to 100 people.

Flynn Center provides the following:

Sound and Technical Equipment: The Amy E. Tarrant gallery is equipped with speakers for amplified sound. Radio and CD player is made available to anyone using the space and is controlled in the gallery itself. Wired internet access is provided as well as microphones if needed. There is a projector and screen for films, presentations, or slide shows. We have all the necessary cords to connect a laptop to the speakers and projector. If you are using a Mac however, an additional adapter cord is required for projector use.

Tables and Chairs: The Flynn can provide 6-foot rectangular tables and chairs at no additional charge. Linens are also available for the tables at a rate of \$3 per linen. Any other furniture required is the responsibility of the Lessee, however drop-off and pick-up scheduling needs to be arranged with Flynn Program Manager.

Set-up: If possible, gallery set-up needs should be communicated upon confirming your rental. While the Flynn understands details may not be worked out upon reserving your date, Lessee must inform Flynn staff of set-up at least one week in advance. The Flynn must approve all set-up plans to ensure they are in compliance with the Fire Code.

Decoration: All installations and/or exhibits are under contract and are to remain in tact. Under no circumstances can anything be affixed to or leaning against the walls. Any decorations must be free-standing. Votive candles are acceptable but flame must be enclosed around all sides.

Bar and Catering

Alcohol: Because of Vermont State Liquor laws, the Flynn must provide all alcohol and a Flynn-employed and DLC-certified bartender. Bartender is provided at a rate of \$22.50 per hour for a minimum of 3 hours. Standard bar set-up includes beer, wine, and bottled water. Champagne can be provided upon request. The Lessee is welcome to bring in any NON-alcoholic beverages.

Open or Cash Bar: Events can have either an open or cash bar. Open bar would be invoiced following the event based on amount served, plus 18% gratuity. For a cash bar, the lessee would only be responsible for the bartender hourly rate. Guests would pay cash. The third option would combine the two, in which the Lessee would make and distribute drink tickets. The cost of drinks served from the tickets would be charged to the Lessee and guests without tickets would pay cash.

Catering: If catering is required, the Lessee shall advise the Flynn of all catering arrangements, especially if it affects set-up time. There must be a Flynn staff member supervising all activity, which includes catering preparations.

All food must be served by a caterer with a catering license and accompanying insurance (they should know what you mean by this when you ask). The appropriate paperwork must be submitted to Flynn Program Manager prior to the event. Lessee must inform the caterer that while the Flynn kitchen does have a convection oven, no food can be *cooked* on site due to fire code and insurance issues. The oven is for re-heating purposes only.

**For more information, please contact the Flynn's Program Manager
Chelsea Cockrell at 802.652.4502 or ccockrell@flynncenter.org.**