

# JAMES MEMORIAL PRESERVATION SOCIETY

621 1st AVENUE W · PO BOX 1714 · WILLISTON, ND 58802  
701-774-3601 · JMPS@NEMONT.NET

## TERMS & CONDITIONS FOR BUILDING RENTAL

### BUILDING OCCUPANCY LIMITS

Gallery = 128

Gallery II = 91

Center Stage = 66

Classroom = 73

### FEES

#### Receptions, Parties, Events (private or public)

Gallery I	\$225 per day rental	\$100 Rental for set up or tear down
Gallery II	\$125 per day rental	\$50 Rental for set up or tear down
Gallery I & II	\$300 per day rental	\$150 Rental for set up or tear down
Center Stage	\$125 per day rental	\$50 Rental for set up or tear down
Classroom	\$100 per day rental	\$50 Rental for set up or tear down

#### General Meeting

All Rooms \$50 per half day (1-4 hours) Any time in building greater than 4 hours will be charged full rental fee for appropriate room.

**PLEASE KEEP IN MIND THE JAMES MEMORIAL IS AN ART GALLERY. ARTWORK CANNOT BE TOUCHED OR MOVED. FULL DEPOSIT WILL BE FORFEITED IF ANY ARTWORK IS TOUCHED OR MOVED.**

### DEPOSIT/EXTRA FEES

1. A \$100 security deposit is required for all non-alcoholic rentals. \$250 security deposit is required for events with alcohol present.
2. If any of the conditions are not met, or the key checked out for rental is not returned, partial or full deposit may be held by JMPS.
3. If any room not included on contract is being used during rental, renter will be charged the fee for the use of the additional space.
4. The rental fee and deposit are due at the time this contract is submitted. If your rental is cancelled less than 7 days prior to the scheduled date, the deposit is NON- REFUNDABLE.

### RESPONSIBILITIES OF RENTER

5. Event Set-up. If day before event set up is required, a half-rental fee must be paid.
6. Event Clean-up. All tables, chairs, dishes and other JMAC equipment must be returned in good/clean condition to its proper place.
7. Floors will be swept (and mopped if need be): Brooms and cleaning supplies are in closet by office on upper level.
8. All garbages will be emptied and taken out to dumpster behind JMAC.
9. If kitchen or serving counter are used, they must be cleaned.

10. Person signing the rental contract must be present for duration of rental and ensure cleanup is completed.
11. All items brought into the building by the renter must be removed immediately following the event unless a half rental fee is paid for the following day. You will be charged the half day rental fee until items are removed from the building.
12. James Memorial Art Center and surrounding grounds are a SMOKE FREE SPACE, NO EXCEPTIONS!!
13. No open flames are allowed in the building; this includes all candles and food warmers.
14. No exit or aisle is to be blocked during use.
15. No tape is allowed on marble columns or woodwork. Blue painter's tape is acceptable on walls.
16. Nothing will be hung from light fixtures or crown molding.
17. No confetti or glitter of any type permitted in the building.
18. In the winter, renters during non-business hours are responsible for clearing snow from the entrance sidewalks.
19. Proper permits must be obtained through the City of Williston for all public paid events.
20. Renter is responsible for damaged property and/or artwork and any extra cleaning that must be done by staff and agrees to assume cost of repair/replacement or cleaning.

#### **ALCOHOL AT EVENT**

21. No alcoholic beverages are permitted in the JMAC without a liquor license/permit from the City of Williston. This includes contracting a licensed liquor vendor as required for permit. All conditions of the permit must be adhered to.
22. Permit is required if bar is on premises whether it is a cash bar or open bar.

\*\*\* It is the policy of JMPS not to lend or rent any of the center's furnishings or other possessions for use outside of the building.

\*\*\* Board members reserve the right to check in on the building during rentals.

\*\*\* Only one rental will be scheduled per floor at any given time.

\*\*\*Be advised, the James is always under video/audio surveillance\*