



MacRostie Art Center

405 NW 1st Avenue, Grand Rapids, MN 55744
218-326-2697 www.macrostieartcenter.org

BIRTHDAY/SPECIAL EVENT CLASS POLICIES AND CONTRACT

MacRostie Art Center is a nonprofit art center with the mission of inspiring a creative community. There are two types of classes offered for birthday parties or special event celebrations.

- **Glazing Party:** 2-hour party to include 1 hour of glazing with instructor + 1 hour to open presents and enjoy treats. 1 bowl per person. Pottery pieces picked up later after firing. Ages 5 years old and up. Up to 10 participants max.
- **Painting Party:** 2-hour party to include 1 hour of painting with instructor + 1 hour to open presents and enjoy treats. 1 canvas per person. Ages 5 years old and up. Up to 10 participants max.

Policies

Event includes:

- Access to tables, chairs, and other furnishings in the rented space. Specific set up needs should be indicated in the rental contract.
- Up to one hour of staff consultation prior to the event. Additional staff consultation will be billed at \$50/hour.

Renters must provide their own table linens, serving dishes, plates, napkins, cups, and utensils.

Food and Beverage: Renters may bring in food and beverages to serve, however alcohol is not permitted without a liquor license.

Decorations: No wall decorations are allowed without prior approval. Any decorations must take into consideration existing artwork on display.

Artwork: Artwork on display in the rental space should not be touched or moved. If a piece is at risk of damage or placement is a concern, MAC staff should be notified to remove the work.

Cleaning: Renters are responsible for cleaning up after themselves and returning the space to the condition it was in prior to their use. This may include emptying trash, wiping down tables, and sweeping the floor as needed. Cleaning supplies will be provided by MAC.

Internet: Free guest WiFi is available throughout the building and login information is posted in each space.



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Rental Rates

- Flat Rate: \$200

Final rates may be determined on a case-by-case basis at the discretion of the MAC Executive Director.

Special Event Class Contract

Primary Event Contact & Phone: _____

Secondary Event Contact & Phone (optional): _____

Purpose of event: _____

Organization/Group/Business (if applicable): _____

Requested Date of rental: _____

Time(s) of rental: _____

Accessibility requests:

By signing below, the renter agrees to the terms and policies stated above :

Printed Name: _____

Phone Number: _____ Email: _____

Address: _____ City, State, Zip: _____

Signature: _____

Date: _____

THIS AREA FOR MAC STAFF USE

Received by: _____

Notes:



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Damage Deposit

By signing this form the renter agrees to these conditions:

The renter is liable for all losses and damages caused by misuse, theft, carelessness or negligence. MacRostie Art Center retains the right to collect security/damage payment information prior to the rental in the event of damage occurring during the rental. No funds will be collected as long as there is no theft or damage to property, fixtures, artwork, or equipment.

Credit Card #: _____

Expiration Date: _____

CVV Code: _____

Billing Zip Code: _____

Name Printed on Card: _____