



**GALLERY AND
FACILITY
RENTAL**

520 E. Grand Ave. | Beloit, WI 53511 | 608-313-9083

Reservation form for Beloit Art Center Gallery Rental

Private Parties/Commercial Use	\$250/day
Civic /Nonprofit Groups	\$150/day
BAC Tenants Members	\$125/day
Bell Gallery	\$75.00/day
Meeting Facilities	\$20/hour
Bartender Fee	\$20/hour

Organization Name _____

Type of Event _____

Address _____

City _____ State _____ Zip _____

Phone: _____ E-mail: _____

Reservation Date(s) _____

Will beer/wine be served? **Yes / No**

Will you need a licensed bartender? **Yes / No**

Facility Rental Payment Information - Please make checks payable to the Beloit Fine Arts Incubator

Rental Fee: _____

Additional Day: _____

Bartender Fee: _____ hours = _____

Total: _____

Payment received by: _____

Please see attached sheet for guidelines for facility use.

I have read the guidelines for facility use and agree with the terms of this agreement.

Signature _____ Date _____



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Guidelines for Facility Use

- All reservations and plans should be made in coordination with Beloit Art Center staff.
- Rental fee is due 30 days prior to the event, or upon reservation if less than 30 days.
- Keys can be picked up the day before the event and returned the following business day after the rental. Weekend renters will pick up keys on Friday and return them on Monday.
- Caterers must carry all proper health permits and food must be prepared off-site, as the Beloit Art Center does not have a commercially licensed kitchen.
- Sale of alcoholic beverages is by donation only. All alcohol must remain in the building. If your organization needs a licensed bartender, please speak to Beloit Art Center staff. The Beloit Art Center is only licensed for beer and wine.
- Building hours are 10:00 a.m. – 10:00 p.m. unless otherwise scheduled.
- There is no smoking allowed in the building.
- There are no weapons allowed in the building.
- Clean up – we ask that you:
 - o return furniture to the location you found it.
 - o Wipe tables, etc. as needed.
 - o Remove and dispose of any decorations, etc.
 - o Sweep the floor of debris.
 - o Check bathrooms for cleanliness.
 - o Bag up trash for removal by Beloit Art Center staff.
- Any damage or theft of Beloit Art Center exhibits or gift shop items during the events will require purchase of the damaged or missing items at the listed selling price. Damage or theft of Beloit Art Center property will be billed according to cost of replacement or repair.