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### About Heights Arts

Heights Arts is available for private rentals for our business and individual members. Rental customers have the benefit of

- our beautiful space,
- use of our D5H liquor license,
- provide their guests with a 10% discount on purchases in our store during the event.
- Use of state-of-the-art camera and recording equipment (either basic or professional)
- option to stream performances, lectures, or workshops

The space accommodates approximately 50-60 people comfortably in a standing cocktail setting, 40 people in a seated cocktail setting, and approximately 40 - 50 people for a concert or recital with audience seating. Our Baldwin baby grand piano is also available as part of the rental.

Heights Arts is a nonprofit community arts organization in Cleveland Heights, Ohio. The community's proximity to University Circle, home to cultural destinations in Cleveland which include the Cleveland Museum of Art and Severance Hall, has created a place rich with artists, performers, art educators, administrators and others who make their livelihood in the performing or visual arts.

Heights Arts contributes to the region's artistic vitality by showing regional artists at Heights Arts Gallery, facilitating public art and design projects, presenting chamber music and community concerts in intimate settings and public spaces, supporting the Cleveland Heights Poet Laureate, and holding workshops in the arts. This multi-disciplinary arts organization taps into the potential of the creative residents to enrich community life.

### Rental Space:

The entire space is approx. 2400 square feet, including pedestals, mobile walls, exhibition works and store items. Rental is for the entire public space, which includes the Store, Group Exhibition and Spotlight Gallery space. There is a kitchen with a sink and microwave that can be used for food preparation.

Heights Arts' number-one priority is the safety of the artwork. We feature exhibitions of art in all media, including freestanding sculptures placed at a distance from the wall. Please be aware that there is no guarantee that any specific artwork will be displayed at the time of your event. Changes or alterations in our exhibitions does not warrant cancellations and no request for removal of artwork for an event can be honored. Heights Arts will make every effort to communicate what will be on display at the time of the event.

Because Heights Arts features fine art in many types of media, we insist on certain precautions to protect the artwork on display, and will require Renter to complete a Use of Space Waiver Form. Failure to observe the following requirements may result in the termination of the event.

- No kegs are permitted. Beer must be served in individual containers (i.e. bottles)
- No open flames of any kind will be allowed indoors, including Sterno warmers.

- Floor plans detailing the layout and spacing of chairs, bars, and tables must be submitted a minimum 30 days prior to the event for approval. Heights Arts reserves the right to adjust any configuration to accommodate the current exhibition.
- Décor should be kept to a minimum and must be removed from the premises immediately following the event. Heights Arts does not allow nailing or adhering to any of the gallery wall surfaces.

### Capacity

Heights Arts' main exhibitions change five times a year, in addition to our Holiday Store in November and December. Occasionally, exhibitions may include sculptural and installation elements that may reduce the available floor space or change the configuration of the space and thus, the capacity may change. Our current capacity will be communicated to interested parties based on the requested date.

As a general guide, we can accommodate:

- Seated concert, lecture or performance: 40 to 50 guests depending upon the layout and exhibition showing at the time of the rental.
- Cocktail-style, standing reception: Up to 60 guests
- Indoor/outdoor reception with the adjacent mini-park park: Up to 100 guests. (additional permits may be needed for approval from the City of Cleveland Heights)

### Fee Schedule and Rental Information:

Heights Arts rents to its Individual and Business Members. Individual memberships start at \$50 and Business memberships start at \$150. The rental fee is calculated based on duration of the event (including setup and tear down time) and also the day requested. Basic or Premium rates will be determined based upon whether Renter is contracting for an evening we are normally closed, a holiday, if we have to close our space for your event, and the total duration of the event, which includes setup and tear-down time.

Rental rates are as follows, and are billed by the hour:

• <b>Basic Rental</b> (two-hour min):	\$ 300	• <b>Premium Rental</b> (four-hour min):	\$ 800
Security Deposit:	\$ 150	Security Deposit:	\$ 250
Additional contracted hours*:	\$ 75	Additional contracted hours*:	\$ 75
Additional non-contracted hours**:	\$ 100	Additional non-contracted hours**:	\$ 100

\* billed in half-hour increments

\*\*hours beyond those contracted are not guaranteed and will be billed at half-hour increments

### Rental Hours

Rentals begin with setup and end after tear-down, and must be communicated to all caterers or other contractors and vendors for the event. Heights Arts cannot guarantee accommodation of early arrivals or breakdowns longer than contracted. In the case that this happens, Renter will be billed at the additional non-contracted hourly rate above.

### Included in the rental:

- 1 onsite visit to tour the facilities
- Use of both gallery and Store spaces
- One on-site employee during event duration
- Use of our full D5H liquor license (optional)
- Use of Heights Arts' Baldwin baby grand piano (tuning fees are additional)
- Chairs (50 audience chairs and a bench)
- Folding tables (4 rectangular 30" x 72" / 1 rectangular 48" x 20")
- Cocktail tables
  - 20 two-person cocktail tables (can be regular or bar height)
  - Cocktail-height seating (up to 20)
  - Regular chairs (up to 40)
- 10% membership discount coupons for event attendees for future purchase of Store items.

### Renter is responsible for:

- Event setup
- Cups, plates, utensils or any other disposable serving items
- Post-event cleanup
- Decorations and decoration removal (if applicable)
- Trash and recycling removal
- Additional permitting or event security
- Bartender and any staff for the event
- Certificate of Insurance (see Rental Agreement – additional fees may apply)

### Equipment Rentals / Other Fees

- Projector \$50
- Portable PA system \$50
- Piano Tuning \$150

## Options:

### Bar and Alcohol:

Heights Arts has a D5H full liquor license. Therefore, you will not have to apply for a liquor license for your event.

Stock alcohol may include:

#### **Stock Spirits:** (mixed drinks: \$6)

*Bacardi* Gold Rum  
*Bulleit* Rye Whisky  
*Makers Mark* Bourbon  
*Tanqueray* Gin  
*Tito's Handmade* Vodka

#### **Stock Beer:** (\$4)

*Bell's:* Oberon  
*Great Lakes Brewing:* Dortmunder Gold  
*Market Garden:* Progress Pilsner  
*Market Garden:* Citramax IPA

Heights Arts has recipes, equipment and ingredients\* for making:

Champagne Cocktail  
Dark and Stormy  
Gimlet  
Gin / Vodka Tonic  
Manhattan  
Martini  
Negroni

### Stock Wine: (\$12)

*Emiliana*: Natura Unoaked Chardonnay  
*Jamieson Ranch Vineyards*: Whiplash Red Blend

### Stock Sparkling Wine: (\$7)

*Cantine Maschio*: Sparkling Rose (187 ml)  
*Cantine Maschio*: Prosecco Brut (187 ml)

*\*Unless using a cash bar, Renter must furnish perishable items such as ice, lemons / limes, etc.*

### Please note: Heights Arts' D5H liquor license restrictions:

- Renter is not permitted to provide alcohol which is not purchased through Heights Arts' liquor license unless renter is a nonprofit and chooses to apply for an F1 event license. In this case, Heights Arts would suspend its license for the contracted period and renter would provide its own alcohol. Additional fees may apply in this instance.
- Renter **may not** take unused alcohol either opened or unopened from the premises unless Renter is a nonprofit that has applied for an F1 event license. Please take this into account when ordering.
- Renter may not bring its own alcohol onto Heights Arts' premises.

Below are alcohol options for your rental:

**Option 1 No alcohol:** Renter is responsible for providing soft drinks and other beverages.

**Option 2 - Renter Provided Stock Alcohol:** Renter will be charged for any opened wine bottles and will be billed for each beer or mixed drink served at the posted pricing above.

**Option 3 - Renter Provided Alcohol – Special Purchase:** Renter may purchase specific brands of alcohol through Heights Arts' liquor license at wholesale cost plus 30% plus a \$50 processing fee. Special purchases must be paid in full to Heights Arts at the time of ordering, no less than two weeks prior to the event. (Please note D5H restrictions above.)

**Option 4:** Renter may choose a cash bar for attendees. Heights Arts will provide all stock alcohol and sell drink tickets to attendees. Proceeds from alcohol sales will go directly to Heights Arts and Renter will not be billed.

### Event Recording / Streaming:

Renters may take advantage of Heights Arts' state-of-the-art camera and recording equipment for performance or lecture-based events. Basic pre-sets can be used at no additional cost., but Heights Arts does not guarantee the quality of the recording. Renter may contract directly with one of Heights Arts' preferred recording professionals for an additional cost. (see vendor list below)

## Vendors and Volunteers:

### Caterers

Heights Arts has worked with and recommends certain caterers. Please see our list of recommendations at the end of this document. Alternate caterers are required to meet with Heights Arts prior to the event on-site and must agree to facility guidelines before booking the space.

### Other Vendors

A vendor is any company or person providing any type of service during your event, i.e. florist, rental company, baker, band, etc. A complete list of vendors, including contact information and approximate arrival times must be shared with Heights Arts at least two weeks prior to the event in order to arrange access.

### Important information for Volunteers and Vendors:

Staging and catering areas include tables for preparing food, a sink and microwave. We cannot guarantee refrigerator access, as we use it for storage of beverages. Miscellaneous trays and serveware are available if needed, but must be cleaned and put back after the event.

Managing and overseeing setup and cleanup is the responsibility of the Renter. If these tasks are delegated to Renter volunteers or staff (rather than caterers), the Renter must designate one person the role of team leader. This person must be present for all Vendor arrival and will be responsible for making sure our space is free of trash and debris, all leftover food and drink have been removed from the premises, and all chairs, tables, and benches have been returned to their proper locations by the end of the event rental period. Failure to do so will result in the forfeit of the \$150 security deposit plus any additional time not contracted and / or cleaning fees.

## Making a Rental Reservation

**Step 1 - Submit the Reservation Request:** Submit the reservation request online at [www.heightsarts.org/community/rentals](http://www.heightsarts.org/community/rentals)

Please be ready to include:

- The contact person's name, email and phone number
- The name of your organization, if applicable
- Type of event (cocktail, recital, performance, etc)
- Preferred date and time (or top three date/ time choices in order of preference)
- Type of alcohol service (cash bar, complimentary guest drinks, specially purchased alcohol through our liquor license)
- Whether you will need catering or recording services
- Any questions or helpful information about the rental

Heights Arts will contact you about the event upon receiving the request. After a discussion and approval of details you will receive a Rental Agreement for your signature and initial payment.

### Step 2 – Sign Rental Agreement and Use of Space Waiver:

Upon signing the Rental Agreement, the Renter will be issued an invoice for the 50% non-refundable fee plus the \$150 damage deposit and the reservation will be confirmed. Payment must be received at least 30 days prior to the event to reserve the space. The remaining

amount of the rental fee is due one week prior to the event. Any additional fees (alcohol, etc) will be invoiced after the event and must be paid within 30 days.

### **Step 3 – Provide Certificate of Insurance, Vendor, and Layout Information:**

A complete list of vendors, including contact information and approximate arrival times must be shared with Heights Arts at least 2 weeks prior to the event in order to arrange access. Renter must also provide a certificate of insurance as stated in the Rental Agreement. Renter must also furnish Heights Arts with an alcohol order for either stock or special purchase (pre-payment required) to ensure that there is enough available for the Event. An order form will be provided.

### **Timeline Summary:**

Heights Arts must receive the following information according to the timeline below:

<b>30 Days prior to Event:</b>	Signed Agreement, 50% \$150 security deposit and initial floor plan due.
<b>2 Weeks prior to Event:</b>	Final layout, certificate of insurance, vendor information and special or stock alcohol order (if applicable) is due
<b>1 Week prior to Event:</b>	Remaining 50% of rental fee due.
<b>30 Days After Event:</b>	All “day of” fees, if any (damage, alcohol, additional time, etc) will be deducted from \$150 deposit and any remaining fees will be billed. If deposit exceeds the fees charged, the remainder will be returned to Renter.

## **Cancellations and Refunds:**

Renter may cancel the Event after the reservation has been confirmed, but will not be entitled to a refund of the 50% deposit. If Renter cancels less than one week prior to the event, Renter is not entitled to a refund of any kind. In the event the facilities are rendered unsuitable for use prior to an event due to fire, flood, electrical outage or other calamity, notice of violations of any city, county, or any other governmental entity, Renter’s deposit, which is otherwise non-refundable, will be returned. Heights Arts will have no further liability or obligation in regard to the cancelled event, although every effort will be made to reschedule.

## **Heights Arts Preferred Vendors:**

### **Insurance Certificate Quotes:**

#### **United Agencies**

Contact: Dawn Hansen,  
Email: dhansen@uainc.com  
Phone: 216-696-5490

### **Approved Caterers**

#### **Culinary Occasions (full catering)**

Website: culinaryoccasions.com  
Contact: Bob Sferra  
Phone: 216-973-6271

Email: [chefbob@culinaryoccasions.com](mailto:chefbob@culinaryoccasions.com)

**Marchant Manor Cheese** (gourmet cheese trays)

Website: [marchantmanor.com](http://marchantmanor.com)

Contact: Kandice Marchant

Email: [info@marchantmanor.com](mailto:info@marchantmanor.com)

Phone: 216-860-1862

### **Sound / Video Professionals**

**Ghostlight Productions:**

**Stephen Haluska:**

**Graham Rosen:**

**Derek Snyder:**