

BLUE SAGE CENTER FOR THE ARTS

BLUE SAGE GENERAL RENTAL POLICIES & RATES

Definition of Terms

- Hall The downstairs portion of the Curtis Building (228 Grand Ave). **Capacity is 150 people.**
- Gallery The front and back portions of the Bank Building. Must be staffed by Director or Assistant Director (226 Grand Ave. This use is not exclusive and must accommodate the needs of Gallery Exhibit and administrative office).
- Class A class or workshop that recurs weekly for more than two sessions and does not exceed two hours (excluding a 15 minute buffer on either side of the rental for set-up and clean-up purposes).
- Workshop A one-time teaching event that lasts more than two hours.
- Event Any activity that is open to the public, i.e. private party, wedding, fundraising event, concert etc.

General Policies

- Times Spaces are available for use from 6:00am to 1:00am.
- Holds A rental date shall only be confirmed once the Blue Sage receives a signed contract, and the security deposit. The Blue Sage shall hold a date for up to three days, after which the Blue Sage has the right to rent the facility to other customers.
- Security Deposits A refundable security deposit of \$150 shall be required for all non-class rentals, depending upon the type of use and amount of space rented. This deposit is due upon signing of the contract, and can be made by check, cash or credit card. Deposits shall be refunded in the form of a check, no sooner than one week after the event, once the House Manager confirms that all clean-up duties were fulfilled, rented equipment was properly returned and event checklist has been returned. **It is the renter's responsibility to have the attached checklist completed and turned in to receive the Security Deposit back.**
- Elevator Deposit If the elevator needs to be operated, there will be a \$200.00 deposit in addition to the Security Deposit.
- Piano There is an additional charge of \$100 to rent the Blue Sage concert grand piano for private use, subject to approval. The piano may need tuning prior to the event and the renter is responsible for scheduling tuning with John Blackburn or David Baugess. Scheduling should be done as soon as possible.

***Rates – You will be billed for the entire time of use.**

All Blue Sage facilities are non-smoking.

<u>Rental Space & Purpose</u>	<u>Per Space</u>
Class	\$15/hr Must be a Blue Sage Member
Workshop or Bus. Meeting	\$25.00/hr
Hall Events	\$40/hr up to 10 hours, caps at \$350 per day
Gallery Event	\$40/hr up to 10 hours, caps at \$350 per day
Cleaning Fee for All Events	\$50.00
House Manager	\$15.00 per hour

*Non-Profits: \$20.00/hour. Security deposit is required for all events.

Renters Initials _____

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House Manager - All event rentals, provide you with a Blue Sage certified House Manager. House Managers are responsible for overseeing the use of the elevator, to ensure that you can find what you need in the space, and that you do everything you need to get your deposit back. House manager fee is charged from the time the doors are unlocked until they are locked after the event.

Liquor - No outside alcohol may be brought in or served at your event. If you would like to have alcohol at your event, you have three options:

Open Bar – With an open bar your guests will not pay for alcohol and you will be charged wholesale prices for alcohol served at the prices below. You get charged when the bottle or box gets opened. Additionally, you will be charged \$15/hr for a bartender.

Cash Bar – With a cash bar, your guests will have to pay for alcohol at the prices listed below. The Blue Sage will provide a bartender and there will be no additional charge to you.

Non Profits – If your organization is a non-profit and you would like to serve alcohol at your event to make extra money, you must apply for a Special Events Liquor License with the Town of Paonia. Contact the Town offices at (970) 527-4101

	<u>*Cash Bar</u>	<u>Open Bar</u>
House Wine	\$6.00 per glass	\$30.00 per box
Local Wine	\$8.00 per glass	\$35.00 per bottle
Revolution Beer	\$5.00 per can	\$20.00 per 4 pack
Domestic Beer	\$5.00 per bottle	\$30.00 per 6 pack
Soda	\$2.00 per can	\$24.00 per case
Hard Cider 12oz	\$5.00 per can	\$30.00 per 6 pack
Hard Cider 16oz	\$7.00 per can	\$40.00 per 6 pack
Juice	\$4.00 per bottle	

*Cash bar prices include tax, open bar prices don't.

Marketing for Public Events The Blue Sage shall do its best to help you promote your event. If you would like the Blue Sage's support with your marketing effort, you must provide a 45 word description, 3"x3" image with a resolution of 72dpi or better and an event name at least 6 weeks prior to the event. Of course, the more information you can provide the better. Ways in which the Blue Sage may support your marketing include: a listing on the Blue Sage website, e-newsletter and Facebook posts. The Blue Sage reserves the right to not promote your event if your event is deemed to be in conflict with the Blue Sage's mission and policies.

Renters Initials _____