

## Rental Details

It is necessary for all Renters to adhere to their rental agreement and Rental Details listed below.

### For SEG the Arts Center will provide Renter:

1. Access to the SEG for the duration of the agreed upon time per the signed rental agreement. The SEG includes space with carpeted walls and floor for display, general gallery lighting, desk and chair(s), Velcro tabs for labels, phone (local calls only) and phone jack for Renter provided credit card terminal.
2. A unique PIN for the security system that will be deleted after the last rental day.
3. Basic SEG facility maintenance and cleaning including simple trash removal, vacuuming, bulb replacement in SEG lighting fixtures, and repair of SEG and Arts Center equipment.
4. Designated space on Arts Center premises to place fliers for your SEG show.
5. Any special needs such as lighting, seating, pedestals, equipment and technical support that are agreed upon in writing in advance by both the Arts Center and Renter.
6. **Installation of exhibit may be limited during class hours.**

### For all other Facilities the Arts Center will provide:

1. A clean area.
2. Access to the area for the duration of the event.
3. Basic maintenance.
4. Space on SAC premises to place fliers about event.
5. Special lighting, seating and equipment that are agreed upon in writing in advance by both the Arts Center and Renter.

### Sedona Arts Center will not provide:

1. Sales or staff assistance.
2. Tools, hardware, displays, easels, tables, etc. except as specified in the rental agreement.
3. Credit card terminal, cash boxes and /or change for cash transactions.
4. Labels – the walls of the SEG are carpeted and Velcro or pins must be used to attach labels to the walls. **Do not use putty** – it will stick in the carpet and ruin it. Tape will not stick.
5. Signage, office supplies, copy machine, computers.
6. Storage for any artwork, displays, etc. on Arts Center premises at any time. Artwork and displays must be removed by 5 pm of the final rental day.
7. Mailing and packaging supplies and related services.
8. No artwork or supplies will be accepted by or shipped from the Arts Center.

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Renter Signature

Date