



Rental Events General Rules and Policies

Scottsdale Center for the Performing Arts (Center), Scottsdale Museum of Contemporary Art (SMoCA) and the Scottsdale Civic Center are owned by the City of Scottsdale and managed by the nonprofit Scottsdale Cultural Council (DBA Scottsdale Arts). By contract with the City of Scottsdale, Scottsdale Arts programs, schedules and – when possible – allows organizations, corporations and individuals to rent space for both private and public events.

Scottsdale Arts facilities and rates are subject to change and availability. Call the facility rentals manager for more information at 480-874-4604.

When renting the Center's Dayton Fowler Grafman Atrium for a trade show event, the renter is subject to an additional 10 percent charge for each participating vendor's registration fee. (Example: If a vendor pays the renter \$500 for a trade show space, \$50 would be due to Scottsdale Arts.)

When renting the Center's theaters, the Atrium is available for private use for an additional fee of \$550 for commercial and \$275 for nonprofit organizations.

The Atrium also houses the Center's box office, Scottsdale Arts Learning & Innovation's Center Space gallery and theater entrances. Events held during public hours must allow access to these areas. Any events that require prohibiting public access must be scheduled during hours when the facility would normally be closed. Setup time for these events is limited in order to preserve public access to the Center during normal business hours. Artwork may not be obscured, moved or covered. Temporary decorations, displays and equipment are limited to items that are freestanding and can be moved easily into place.

First-priority scheduling is reserved for the Scottsdale Center for the Performing Arts. All bookings are scheduled within Scottsdale Arts' fiscal year, which runs from July 1 through June 30. The Center's season is usually secured in the calendar by the end of April, and remaining available dates may be released for public rentals on May 1. Because of this process, known availability and bookings for the subsequent season will not be available until this time.

PAYMENT

A deposit payment is due with the return of a signed contract two weeks from the contract date. Renters may cancel a date without incurring a facility-use charge if the cancellation is made 60 days or more before the event(s) or 90 days before an event scheduled on a Friday, Saturday or Sunday. If a date is canceled with less than the required notice, renters will pay the facility-use fee as well as any other expenses directly relating to the event incurred by Scottsdale Arts. Events that are booked and canceled less than 30 days in advance are subject to the facility-use fee. All canceled events are subject to a \$250 administration fee; some exceptions may apply for outdoor events and weddings.

EVENT COST ESTIMATE

An event cost estimate will be issued to the user before any contractual agreements. The estimate is based on specific event needs. The total amount from the event cost estimate must be paid in full before the event. If for any reason the actual costs exceed the estimated costs, the user shall pay the total balance due to Scottsdale Arts upon receipt of the post-event invoice.

CONTRACTS AND AGREEMENTS

All contracts and/or agreements shall be in writing and executed for and on behalf of Scottsdale Arts. No verbal agreements, discussions or conversations of any kind shall be construed as binding unless such exchanges are agreed upon in writing. In order to reserve facility space, a written contractual agreement must be signed and returned along with a deposit payment before the event.

Small wedding ceremonies, family social functions and personal (not for commercial purposes) photography sessions may be held on the grounds without reservation or permit with the understanding that events being held by Scottsdale Arts, the City of Scottsdale and/or permitted users have priority access. Please be advised that without reservation/permit, specific areas may be fenced or barricaded, grounds keeping or construction may be in process and sprinklers may activate at any time. Alcoholic beverages and unapproved catering are strictly prohibited. We recommend that you call us to determine if space is available and/or if you would like to reserve the space.

LICENSES AND PERMITS

The user shall be responsible for obtaining all permits and licenses that may be required under applicable local law and regulations. Music royalties for all performances are the responsibility of the user.

DONATIONS

No collections or donations, whether for charity or otherwise, shall be made, attempted or announced on the premises without prior written approval of the facility rentals manager.

LIABILITY INSURANCE

Unless otherwise indicated, the permittee is required to procure single-limit public liability insurance coverage at a minimum amount of \$1 million (\$1,000,000) for indoor events and \$2 million (\$2,000,000) for outdoor events, covering bodily injury, death and property damage, as well as medical payment insurance in the amount of \$5,000 covering bodily injury. THE INSURANCE CERTIFICATE MUST NAME BOTH THE SCOTTSDALE CULTURAL COUNCIL (DBA SCOTTSDALE ARTS) AND THE CITY OF SCOTTSDALE AS ADDITIONALLY INSURED. All vendors supplying equipment or services for the event must also submit a certificate of insurance listing the Scottsdale Cultural Council and the City of Scottsdale as additionally insured.

INVITATIONS/ANNOUNCEMENTS/ADVERTISING/MARKETING

All forms of invitations, announcements and marketing are the sole responsibility of the permittee. Scottsdale Arts shall have and reserve the right to approve such forms of invitations and marketing before publication or announcement.

All information is subject to change.