



*6400 Sugarloaf Parkway, Bldg. 300
Duluth, GA 30097
770/623-6002 fax 770/623-3555
cmankin@thehudgens.org*

Thank you so much for your interest in renting the Jacqueline Casey Hudgens Center for the Arts for your event.

Attached is our Rental package, please review it and let us know if you would like to schedule a time to meet.

We'd love to host your event and look forward to meeting you.

Sincerely,

*Crystal Mankin
Special Events Coordinator
cmankin@thehudgens.org
770-623-6002 x202*



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Facility Rental Information

Facility Rental includes the following areas:

Entrance Tower	Al Weeks Sculpture Garden
Grand Hall	Catering Kitchen
Rowe Promenade	Dressing Room
Kendall Rotunda	Black Box Theatre

Facility Rental Fees are as follows:

Security/Damages Deposit - (refundable)	\$500.00
<ul style="list-style-type: none"> • Security Deposit must be secured with a credit card upon contract • Credit Card will not be processed unless damages were incurred during event 	
Facility Rental - (non-refundable)	\$3,300.00
<ul style="list-style-type: none"> • 50% of Rental Rate (\$1,650.00) is due upon signing the contract • Balance of Rental Rate (\$1,650.00) is due 4 weeks prior to event 	

Rental Fees may be paid by check or charged to a Visa, MasterCard or Discover Card

Inventory Available for use include:

		Seated	Buffet	Qty. Available
Tables	48" Round Tables	4	6	14
	60" Round Tables	6	8	1
	72" Rectangular Tables	6	8	25
Chairs	Padded Black/Chrome Chairs			250
	Black Vinyl Folding Chairs			150

Note: The Grand Hall comfortably seats 150 for a seated dinner and 250 for a buffet.

Hours of Use are as follows:

- Nine (9) hour maximum time is allowed for all events.
- The maximum time includes all set up and break down time.
- Premises must be vacated by 1:00 a.m.
- Any event exceeding the time allocation will be charged \$250 per hour.
- Requests for additional time beyond nine (9) hours must be submitted in writing two (2) weeks prior to the event to insure that security coverage is available.

Important Notes:

- The Center is open to the public until 5:00pm on Fridays & Saturdays. Set up is allowed in areas within the center prior to 5:00pm.
- Your Facility Rental includes a Family Membership for one (1) year to the Hudgens Center for the Arts.
- Must use caterer from attached Approved List.

Hudgens Center for the Arts **Approved Catering List**

Business Name	Contact Person	Phone/Fax
Proof of the Pudding 6400 Sugarloaf Parkway Duluth, GA 30097	Larry Larsen llarsen@gwinnettcenter.com	770-813-7655 fax 770-813-7651
Parties Galore 2179 Lawrenceville Hwy, Ste 203 Lawrenceville, GA 30044 www.partiesgalore.com	Lisa Long partiesgalore@bellsouth.net	770-934-8338
Avante Catering 2800 Canton Road, Suite 1100 Marietta, GA 30066 www.avantecatering.com	Bailey Matthews Chef Gregory	770-427-0145
Bokay Catering & Flowers, Inc. 4339 Hugh Howell Road Tucker, GA 30084	Joann Morgan joannmorgan@abokay.net	770-491-6049
Carole Parks Catering 494 Plaster Avenue Atlanta, GA 30324	Alesa McArthur alesa@cparkscatering.com	404-872-1999 fax 404-892-0019
Classic Caterers 1963 Shenley Park Lane Duluth, GA 30097	Grace Arnold Susie Storey Sstorey256@bellsouth.net	770-845-2889 404-313-0144
Chef David Catering 655 Harvard Drive, NW Lilburn, GA 30047 www.chefdavid.net	David Long chefdavid@chefdavid.net	770-925-0509
Johnny Carino's Italian Grill 1802 N. Brown Road Lawrenceville, GA 30043 www.carinos.com	Chris Dodd Brq2discovermills@balconyrestaurantgroup.com	678-847-6300 Fax 678-847-6301 Cell 678-699-4696
Atlanta –Taste	Dorothy Haynes dhaynes@atlanta-taste.com	770-491-7277 x 102
Atlanta Special Events 2626 Cardinal Lake Circle Duluth, GA 30096	Lori O'Brien lori@atlantaspecialevents.com	404-513-1118

Hudgens Center for the Arts

(hereafter referred to as Lessor)

6400 Sugarloaf Parkway, Building 300, Duluth, Georgia 30097
Telephone 770-623-6002 fax 770-623-3555 www.thehudgens.org

Facility Rental Contract

Lessee Name _____

Contact

Information Home _____ Cell _____

Work _____ Fax _____

Email _____

Address _____

City _____ State _____ Zip _____

Event Date _____ **Event Day of Week** _____

Event Time Beginning _____ Ending _____

Load In Begins _____ Load Out Complete _____

Notes: Nine (9) hour maximum time is allowed for all events.
All events must end by 1:00 am – including clean-up and load out.

Type of Event _____

If event is a wedding and/or wedding reception:

Name of Bride _____ Name of Groom _____

Approximate Number of Guests _____

Please check all of the following that apply to your event:

_____ Seated Meal

_____ Stand Up Reception

_____ Catered

_____ Alcohol to be served by licensed server

Facility Rental Fees

Security/Damages Deposit - (refundable) \$500.00

Credit Card # _____ exp _____
(Hold to secure deposit w/credit card upon contract)

Signature of Cardholder _____

Facility Rental - (non-refundable) \$3,300.00

50% of Rental Rate (\$1,650.00) is due upon signing the contract.
Balance of Rental Rate (\$1,650.00) is due 4 weeks prior to event.

Balance Due (date) _____

Rental Fees may be paid by check or charged to your Visa, MasterCard, or Discover Card.

Checks should be made out to The Hudgens Center for the Arts.

Please note that your charge card statement will indicate your charge is from Gwinnett Council for the Arts. Gwinnett Council for the Arts, Inc. owns and operates the Hudgens Center for the Arts.

Method of Payment _____ Cash _____ Check
 _____ Discover _____ Visa _____ MasterCard

Please attach copy of cash, check or charge below:

Outside Vendor Information:

Caterer _____	Contact _____	Phone _____
Insurance on File _____		
Florist _____	Contact _____	Phone _____
Band/DJ _____	Contact _____	Phone _____
Photo _____	Contact _____	Phone _____

Inventory Available

Equipment is included to extent that it is available

			Needed
Tables	48" Round	Qty 14	_____
	60" Round	Qty 1	_____
	72" Rectangular	Qty 25	_____
Chairs	Padded Black	Qty 250	_____
	Black Vinyl	Qty 150	_____

*Set up and tear down of table and chairs is not included in the rental price.

The Hudgens Center for the Arts operates as a gallery, and no exhibits/shows will be rearranged, dismantled or removed to accommodate an event.

Initials _____

Fixtures

Nothing can be hung, nailed, taped or glued to ceilings or walls. Permission must be given for the use of candles. Candles must be enclosed in protective containers, and tables and linens must be protected underneath candles. Written permission is required from the Lessor for rearrangement of furnishings must be made at the time of contract.

Initials _____

Tobacco / Smoking

Tobacco products are not permitted anywhere in the building or within 20 feet of any entrance of the building.

Initials _____

Caterer's

Lessee must select a caterer from the Lessors approved list. All food and beverages must be provided through the approved caterer.

Initials _____

Open Flame

Open Flame / Fire / Grills are not permitted anywhere in the Lessor's building or on the property.

Initials _____

Beverage Service

Any beer, wine or liquor will be provided by the lessee or selected caterer.

Initials _____

Florist

The lessee is fully responsible for communicating the following rules to the selected florist.

All florists are responsible for the following:

1. Supplying all equipment and accessories relating to flowers, plants, props, etc. necessary.
2. Plants must be in containers that protect the floors.
3. The use of glitter and confetti is prohibited.
4. Drip less candles must be enclosed in protective containers.
5. The use of birdseed and rice is prohibited. Other "thrown" materials must be discussed with the Lessor event coordinator prior to the event.
6. The Lessor is not responsible for any lost or stolen equipment or any property belonging to the florist or lessee(s).

Initials _____

Liability

The Lessor is not responsible for nor accepts liability for injury, death, and/or property damage resulting from any accident before, during, or after your event. The Lessee is fully responsible for any damages that occur during an event and expressly releases Gwinnett Council for the Arts and Hudgens Center for the Arts, its owners, board members, and employees from any liability for theft, damage or injury associated with the event. Damage must be reported to Gwinnett Council for the Arts and Hudgens Center for the Arts staff member on site immediately. Children of guests must be closely supervised at all times. The lessee is fully responsible for any damages that guests or children of guests incur.

Initials _____

Overtime

Events must begin and end at the contractually agreed upon time frame. A charge of \$250 per hour will be assessed for each hour or part of an hour by which an event runs over the agreed upon time.

Initials _____

Security Guard

Security personnel will be arranged by the Lessor and is included in the facility rental price for the agreed upon rental time.

Initials _____

Set Up /Tear Down – Day of Event

The Lessor does not set up or tear down tables or chairs or clean the floors after your event. Prior arrangements must be made by the lessee with caterers, event planners or wedding consultants to set up and tear down your event. The rented areas must be left in the condition they were found. Tear down of events must be done within rental time frame. All deliveries and set-ups must be arranged as specified in contract. Any unscheduled deliveries will be refused.

Initials _____

Sound System

Loud music is not permitted by the Lessor. All sound systems must be approved in advance by the Lessor. Management may instruct the Band/DJ to lower the volume or to shut down. This authority supersedes any contract between lessee and band or DJ. Music must end no later than 12 midnight for inside events for 10:00 p.m. for outside events.

Initials _____

Rental Equipment

Hudgens Center for the Arts is not responsible for any charges incurred for rental equipment. All deliveries or pickups must be arranged in advance with event coordinator. All deliveries or pickups must be loaded to and from the back or garden entrances.

Initials _____

Changes / Exceptions

No changes or exceptions to the rules will be permitted without prior written consent from the Lessor.

Initials _____

Notes

Agreement

I / we have read the above stipulations for the Hudgens Center for the Arts and indemnify the Gwinnett Council for the Arts and its staff and hold it harmless from suit, action, damages, liability and expenses including, but not limited to, personal injury, property damage, disruptions to an event due to an "Act of God" and theft related to the use of the facility.

Lessee Signature _____

Date _____

Time _____

Lessor Representative _____

Date _____

Time _____

Executive Director _____

Date _____

Time _____