

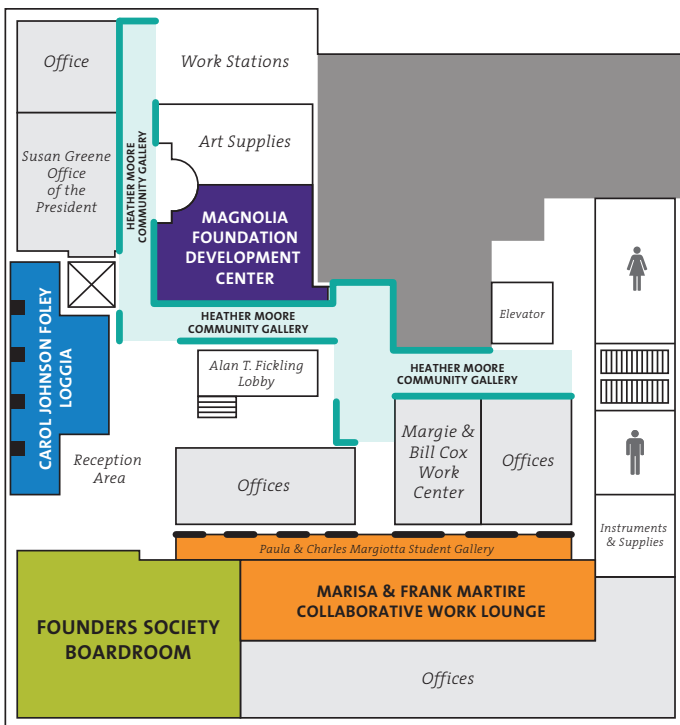
CATHEDRAL ARTS PROJECT

Venue Rental

207 N. Laura Street, Suite 300 | Jacksonville, FL 32202



In our third decade of service, the Cathedral Arts Project mission remains the same – to enrich the quality of life in Northeast Florida through unleashing the creative spirit of young people – but our role in the community has never been more important as so many have come together to empower underserved, school-aged children to succeed in all areas of their lives.



The Cathedral Arts Project office – located in the historic Elks building in the heart of Downtown Jacksonville – provides several spaces, including two art galleries, a large boardroom, development center, loggia and collaborative work lounge.

Each space is unique and can be used individually or collectively to host an event, including receptions, social gatherings, board meetings, retreats, luncheons, dinners, seminars or professional development, gallery openings and more.

For more information, contact Elise Johnson at ejohnson@capkids.org or 904.281.5599 x14.

EVENT LOCATIONS & PRICING

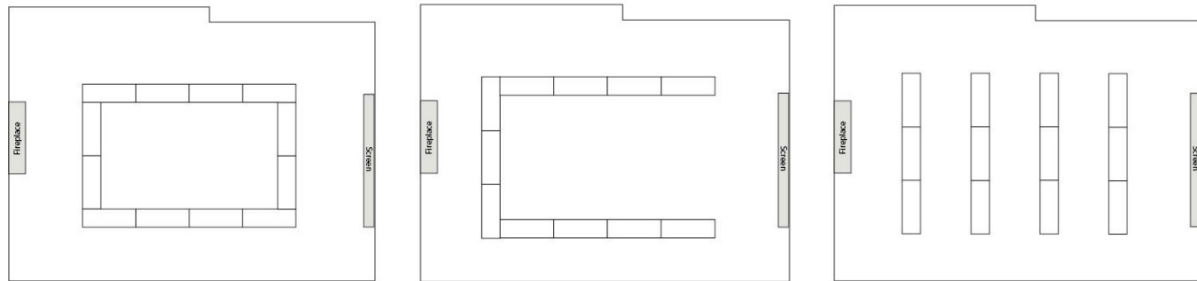
VENUE

The entire 7,800-square-foot venue includes use of the following spaces (descriptions listed below):

- Founders Society Boardroom
- Heather Moore Community Gallery
- Magnolia Foundation Development Center
- Marisa & Frank Martire Collaborative Work Lounge, including the Paula and Charles Margiotta Student Gallery
- Carol Johnson Foley Loggia

FOUNDERS SOCIETY BOARDROOM

The Boardroom serves as a site for formal meetings, luncheons and receptions. Built around a stone fireplace original to the structure, the 780-square-foot Boardroom can comfortably seat up to 40 conference style and accommodate a larger number for trainings and receptions. The 12 tables can be rearranged to suit any meeting style, or completely removed from the room to create an open space for receptions. The space is equipped with whiteboards and state-of-the-art audio/visual technology, including a projector, 137" screen and sound system.



HEATHER MOORE COMMUNITY GALLERY

With 160 linear feet of exhibition space, artists are invited to display their artwork on a rotating basis. Opening receptions and special gatherings are hosted regularly, but the space can be used as part of larger events, as well.

MAGNOLIA FOUNDATION DEVELOPMENT CENTER

The Development Center can host small training sessions or workshops, retreats or small meetings. The 345-square-foot space is equipped with a projector and 150" screen, and provides a more private setting than the Boardroom.

MARISA & FRANK MARTIRE COLLABORATIVE WORK LOUNGE

The Lounge includes the Paula and Charles Margiotta Student Gallery, which features a permanent collection of Cathedral Arts Project student artwork. The 640-square-foot lounge is furnished with several seating arrangements perfect for small group conversations/collaborations, social gatherings, or as an extension of the Boardroom for larger events.

CAROL JOHNSON FOLEY LOGGIA

The beautifully restored balcony is the most recognizable feature of our space. Facing Laura Street, guests can enjoy views of Hemming Park and will be within walking distance of Downtown's most popular restaurants and attractions. The 318-square-foot space, which can comfortably accommodate cocktail receptions, private dinners, luncheons or performances during Art Walk, is a popular venue for any event. The Loggia is fully furnished with comfortable lounge seating and a small dining table.

POLICIES

Individuals and organizations may rent the Venue for private functions with the following exceptions:

1. Political and/or social demonstrations.
2. Any type of fundraising events where revenue is generated for individuals, corporate or nonprofit organizations.

The Cathedral Arts Project ("CAP") reserves the right to approve all special events to ensure they are compatible with the mission and purpose of the organization.

RESERVATION TIMES, PAYMENT & FEES

In the event the Renter should need the Venue past 11 p.m., prior approval is required and an additional fee will be applied. If an event exceeds the 11 p.m. deadline without prior approval, an additional fee of \$250 per hour (or part thereof) will be applied.

A 50% deposit is due upon application approval and may be paid by credit card or a check made payable to the Cathedral Arts Project. The signed Agreement and down payment are required at least thirty (30) days before the scheduled event. The remainder of the rental fee must be paid no later than ten (10) days in advance of the scheduled event. This fee does not include food or beverage, service charges, tax, labor charges, parking or any other miscellaneous charges incurred, and the Renter shall be solely responsible for the foregoing.

If the Renter is a tax exempt organization, they must provide a copy of their sales tax exemption certificate with the signed Agreement to avoid being billed for sales tax.

If the number in attendance, time of event, or space used is greater than those indicated in the signed Agreement, the Renter may be billed for the additional fees in accordance with this policy.

At least one member of the CAP staff will be present during every event to ensure office security and offer assistance as needed in the space.

ELIGIBILITY

Requests will be considered from eligible organizations, agencies, groups or individuals by the Chief Marketing Officer. The Cathedral Arts Project is authorized to approve or disapprove use of the Venue within the provisions of this policy. CAP may deny an application if, in the opinion of the Chief Marketing Officer, the proposed usage would endanger CAP visitors, staff, facilities and/or interfere with the mission of CAP.

LIABILITY INSURANCE

Special Events Liability Insurance is required for all Renters and a Certificate of Insurance naming the Cathedral Arts Project as additional insured certificate holders, is due no later than ten (10) days prior to the event. The insurance must, at Renter's sole expense, provide and maintain public liability and personal property damage coverage insuring CAP and its officers, employees, directors and contracted vendors against all bodily injury, property damage, personal injury and other loss arising out of the Renter's use and occupancy of the Venue, with a single limit liability of not less than \$1 million, and general aggregate liability of not less than \$2 million. The Cathedral Arts Project is to be listed as:

Cathedral Arts Project, Inc.
207 N. Laura Street, Suite 300
Jacksonville, FL 32202

INDEMNITY

_____ (Renter) shall indemnify, defend and hold harmless the Cathedral Arts Project and its respective officers, directors, employees, agents and representatives harmless from and against any and all claims, demands, causes of action, losses, liabilities, damages and expenses (including reasonable attorney's fees and costs) arising out of and/or resulting from the rental or use of the Venue by the Renter.

CANCELLATION/REFUND

If cancellation by either party occurs more than 30 days before the scheduled event, the deposit will be returned. If the Renter cancels 30 days or less before the event, 50% of their deposit will be returned. If the Renter cancels within 48 hours of the event, the deposit will be non-refundable.

PARKING

There are plenty of metered spaces on Laura and Adams streets and surrounding blocks, but available spaces can be sparse during the day. Most meters in the area are 2-hour meters and accept both change and credit cards. Street parking is free after 6 p.m. and on the weekends.

If street parking is unavailable, the street-level parking garage on Monroe St. between Main St. and Laura St. is the closest to the Venue. Rates are \$2/hour or \$6/day. Both cash and credit cards are accepted.

Additionally, there is a parking garage on Duval St. between Main St. and Laura St. (next to MOCA and the Library). Parking is \$3 for the first hour and \$2/additional hour. Both cash and credit cards are accepted.

SET-UP

Access to the Venue for set-up and clean-up must take place during the hours stated on the Agreement or as agreed in advance. CAP is responsible for any internal set-up (i.e. moving CAP tables, turning on AV equipment, etc.), but the Renter is responsible for all other set-up, including additional tables/linens, catering/bar service, signage, etc. No decorations or items may be affixed to any surface of the Venue.

Deliveries must be coordinated with the Elise Johnson (ejohnson@capkids.org; 904.281.5599 x14). All deliveries should be made at the Adams St. entrance of the building – you will be provided with a building code prior to delivery. A loading zone is located on Adams St. near the corner of Laura St.

There is a small catering kitchen with a refrigerator and ample counter space. Outlets are also available. The Renter or Caterer is responsible for providing all necessary heating elements, utensils, etc. A small microwave and sink are also available for use.

Wireless internet access is available throughout the space, but the Renter must provide their own laptop or tablet. The AV equipment can accommodate USB and HDMI connections, as well as Air Play on Apple products.

PREFERRED VENDORS

CAP regularly works with the following vendors and highly recommends them for your event. They are familiar with the Venue and Downtown Jacksonville. All vendors must provide a certificate of insurance listing the Cathedral Arts Project as additional insured certificate holders, with a minimum of \$1 million in general liability coverage, for the date of the scheduled event.

Auto Valet

904.260.3510

www.blacktiehospitality.net

Café Nola

904.224.0113

www.mocajacksonville.org/cafe

Beachview Event Rentals

904.381.8877

www.beachview.net

Catering by Liz

904.387.1955

www.cateringbyliz.com

Biscottis

904.387.2060

www.biscottis.net

Karen Glenn Catering

904.398.2685

PMGfla@aol.com

CLEAN-UP

The Venue must be left in the condition in which it was found at the beginning of the rental period. All food, beverages, signage, equipment and/or rented supplies must be removed from the Venue immediately after the event. Any items left in the Venue after the event may be removed by CAP. The catering area must be cleaned and trash must be removed or placed in a central location for the building's cleaning service.

CONDUCT

The conduct of all participants and guests while in the Venue shall be the responsibility of the Renter. Renter shall not use the Venue in any manner that would violate local, state or federal laws or regulations. The Cathedral Arts Project retains the right to evict objectionable persons from the premises or to call the Jacksonville Sheriff's Office if deemed necessary. Violations may result in denial of future reservation requests.

Any damage to facilities or artwork during the rental period, or upon delivery/set-up/clean-up or resulting from any Vendor's action will be the responsibility of the Renter. This includes, but is not limited to, damage to the walls, floors, fixtures, AV equipment, furniture or artwork.

FORCE MAJEURE

In the event CAP is unable, for reasons beyond its control, to make the Venue available to Renter on the

scheduled event date for the purposes as set forth in this Agreement, Renter shall have the option of choosing an alternative date to hold the event at no extra charge to Renter. If Renter selects an alternative event date that is reasonably acceptable to CAP, the such alternative event date shall replace the original event date for purposes of this Agreement, and all obligations, rights, duties and privileges as set forth herein shall remain binding on CAP and the Renter. If Renter and CAP cannot agree on an alternative event date within thirty (30) days of the original event date, then CAP shall refund to Renter the full amount of the rental fee (including the deposit) previously paid by Renter. In neither case shall CAP be liable for any additional costs or damages suffered by Renter (over and above the refund of the rental fee, including the deposit) arising out of a rescheduling or cancellation of the event in accordance with this paragraph.

ASSIGNMENT

Renter may not assign or transfer its rights or obligations under this Agreement without the prior written consent from CAP.

GOVERNING LAW

This Agreement shall be construed in accordance with, and governed in all respects by, the laws of the State of Florida, without regard to conflicts of laws principles.

ATTACHMENTS

The following documents must be completed and attached to these Terms and Conditions:

1. Certificate of Insurance for Renter*
2. Liquor license (if serving alcoholic beverages)
3. List of vendors, including contact information
4. Certificate of Insurance for all Vendors*
5. Rental Agreement

*Certificates of Insurance must show the Cathedral Arts Project as additional insured. Please see page 4 for more information.

All required attachments and Agreement are due to CAP no less than ten (10) days prior to event. CAP has the right to cancel event rental if all required attachments are not received ten (10) days prior to date of event.

RENTAL AGREEMENT

The Renter agrees to reserve the:

- Entire Venue
- Boardroom (include A/V equipment)
- Community Gallery
- Development Center (include A/V equipment)
- Collaborative Work Lounge
- Loggia

at the Cathedral Arts Project during the stated dates and times, in accordance with the terms of this rental contract. The Venue will be available to the Renter during the times stated in this contract only, therefore the Renter should include sufficient time for set-up and clean-up when requesting times.

TODAY'S DATE: _____

RENTER'S NAME (FIRST AND LAST): _____

ORGANIZATION: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ EMAIL: _____

CONTACT PERSON (IF DIFFERENT FROM ABOVE): _____

PHONE: _____ EMAIL: _____

DATE OF EVENT: _____ HOURS REQUESTED: _____

EST. ATTENDANCE: _____

Will your use of the Venue require catering and/or bar service? YES NO

NAME OF CATERER: _____

PHONE: _____ EMAIL: _____

NAME OF BAR SERVICE: _____

PHONE: _____ EMAIL: _____

If not using a caterer, will you be providing food and/or alcoholic beverages? YES NO

By signing this Agreement, the Renter acknowledges having read and understood the terms of this contract and the terms and conditions set forth in the Cathedral Arts Project Space Rental Terms and Conditions which are hereby incorporated herein by reference (the "Terms and Conditions"), and acknowledges this Agreement (including the Terms and Conditions) is binding for both parties and the organizations they represent.

Renter Signature

Forrest H. Holland, Chief Marketing Officer

Date

Date

CATHEDRAL ARTS PROJECT

Rental Rates and Capacity Guidelines

SPACE	CAPACITY		RENTAL RATES PER HOUR		
	<i>Standing</i>	<i>Seated</i>	<i>Weekday</i>	<i>Nights & Weekends**</i>	<i>Non-profit</i>
Entire Venue	250+	—	\$350	\$400	10% off
Founders Society Boardroom*	75	40	\$200	\$250	10% off
Heather Moore Community Gallery	100	—	\$150	\$200	10% off
Magnolia Foundation Development Center*	—	14	\$150	\$200	10% off
Marisa & Frank Martire Collaborative Work Lounge	75	20	\$150	\$200	10% off
Carol Johnson Foley Loggia	45	16	\$200	\$250	10% off

* \$150 additional for use of A/V equipment

** An additional fee of \$25 per hour may be charged for security (to be provided by CAP) for all night/weekend events, or any event exceeding 100 guests.

WEEKDAYS

Monday – Friday | Available 7 a.m. – 5 p.m. | 2-hour minimum

NIGHTS & WEEKENDS

Monday – Friday | Available 5 – 11 p.m. | 3-hour minimum

Saturday – Sunday | Available 9 a.m. – 11 p.m. | 4-hour minimum