

FACILITY RENTAL RULES AND REGULATIONS

Pre-Event:

The following items require preapproval by Artpace San Antonio ("Artpace") in writing:

- Ice Sculptures and/or dry ice
- Fryolators

The following items are **not permitted** in Artpace:

- Glitter, confetti
- Aerosol/spray paints
- Drones/unmanned aircraft systems
- Fog machines, haze machines, candles and/or any open flames
- Tape or other adhesive materials, which cannot be used on gallery walls (screws, nails, and tacks are acceptable)

The following regulations must also be complied with:

- No artwork may be moved or touched at any point during the rental.
- Deliveries can only occur during the contracted licensed period and must be scheduled with Artpace. Artpace is not authorized to sign for and will not be held responsible for lost deliveries.
- Licensee agrees to comply with all applicable laws and regulations of the United States, the State of Texas, and the City of San Antonio.
- A fire certificate is required by the City of San Antonio Fire Department for all drapery and décor. The application should be submitted to the SAFD no later than three weeks prior to your event.
- All fire egresses and lanes must be kept clear of obstructions, persons, and debris at all times. Exit signs and emergency lights cannot be blocked at any time.
- Special permits may be required by The City of San Antonio for all of the following (but not limited to): propane tanks, large wall coverings, raffles/auctions, food handling, etc.

Production/Event:

- Loading is only permitted through the front doors or elevator, located at 445 N Main Avenue. A commercial loading zone is located on Savings Street for pickups and drop offs for those with commercial plates. Vehicles may only park in this zone for 30 minutes. Artpace ultimately adheres to any instructions given by City of San Antonio law enforcement.
- If use of the Courtyard has been approved, all vehicles must be supervised by Artpace staff when pulling up onto the Courtyard area and have an active loading time limit of

20 minutes. Failure to adhere to the rules set forth will result in Courtyard use being withheld from the client and its vendors.

- The licensee understands that if liquor is sold or distributed at an event, admission to the event must be limited to individuals twenty-one years of age or older. All ID checks will be handled at the door by the Artpace licensed security team.
- Office doors and administrative closets may not be blocked and must have appropriate means of egress. Certain areas are not to be used for storage; signs to this effect must be heeded.
- All bars must close 15 minutes before the contracted event end time. Last call will take place 30 minutes prior to the event close.
- All entertainment must cease 10 minutes before the contracted event end time.
- All working staff and volunteers must be easily identifiable (i.e. wristbands, lanyards).

Restoration of Space/Post-Event:

- Upon completion of your contracted license period, an event Wrap Report will be prepared for the Licensee. The licensee must sign the event report before leaving the premises. A fee may be assessed upon failure to sign the Wrap Report.
- The licensee and vendors must remove all building materials (pallets, wood, etc.), as well as items that do not fit in the receptacles provided, from the premises by the contracted end of load out. A fee may be assessed for any materials left.
- All walls must be restored to their original state by the end of contracted licensed time.
- Ice must be disposed of under the direction of Artpace staff.
- Any hours that exceed the contracted license period will result in additional fees.
- Any house lighting equipment used, or altered, must be restored to its original state by the end of contracted license period.

Signatory:

- No one under 18 years of age may sign a legal rental contract.
 - Artpace San Antonio will not rent a space to anyone under the age of 21 without a co-signatory over the age of 25.
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I have read the Artpace Venue Rental Rules and Regulations and agree and understand that if any of the above regulations are not met and abided by, a fee may be assessed.

Licensee Printed First and Last Name _____

Licensee Signature* _____

Date _____

Phone Number (include area code) _____

*Authorized signatory must be 18 years of age or older.