

Rental Rules and Regulations

1. The renter, hereafter referred to as the “Host Member,” must be or become a member of Piedmont Arts. Membership fees are not refundable.
2. Host Member must be present for the duration of the event.
3. Piedmont Arts security or staff member must be present for the duration of the event.
4. Events and activities may not oppose the purposes or goals of Piedmont Arts.
5. Piedmont Arts is not available for events that are solely political or religious in nature.
6. Piedmont Arts is not available for events that are solely for-profit or commercial in nature.
7. Piedmont Arts retains sole discretion in approving any event and in limiting the size and conduct of the event.
8. The integrity of the building, grounds and exhibits shall be respected.
9. No food or drink is allowed in the galleries or parking lot at any time.
10. No smoking or vaping is allowed indoors at any time.
11. Use of candles is prohibited inside Piedmont Arts, except for votives in containers, which are permissible on tables.
12. The piano may not be moved above the ground floor.
13. Beer kegs may only be placed in the classroom or on the patio.
14. Outdoor music must not be loud, must cease by 9:30 p.m. and must adhere to the City of Martinsville’s noise ordinance.
15. Host Member will be personally and solely responsible for the event, any damage that may result to the building and grounds and for the conduct of any guest attending the event.
16. The building and grounds, including all items in the kitchen, must be left in the condition in which they were originally found.
17. Host Member is responsible for the removal of all items not owned by Piedmont Arts, such as decorations, etc., before leaving the premises following the event.
18. Effective July 1, 2021, balloon releases are illegal in the Commonwealth of Virginia. No helium balloons allowed on the premises.
19. Any permits or licenses required by the city, state or federal governments are the responsibility of the Host Member.
20. Event set-up instructions must be submitted to the Rental Manager two weeks prior to the event.
21. Host Member will indemnify and hold Piedmont Arts harmless from any claim, demand or suit made or filed by any person or entity based on any incident or accident alleged to have occurred either during or in any way related to the event scheduled by the Host Member, including any damages, costs or attorney fees incurred by or entered against Piedmont Arts.

Rental Fee Schedule

During Business Hours	After Business Hours
10 a.m.-5 p.m. Event must be cleaned up and facility vacated by 5 p.m.	5 p.m.-11 p.m. Event must be cleaned up and facility vacated by 11 p.m.
\$500	\$700

1. A \$50 charge will be applied per hour for each additional hour outside the time frames listed above.
2. There is a maximum capacity of 150 guests per event.
3. Nonprofit organizations are eligible for a 25% discount on rental fees. Proof of 501(c)3 status must be presented at time of contract signing.
4. Piedmont Arts is not available on select dates. All dates must be approved by the Rental Manager.
5. Host Member must adhere to the rules, regulations and fees outlined in the Museum Rental Contract.

Additional Fees

Security Deposit	\$300	To be paid upon signing of the contract. The Security Deposit is not part of the rental fee. In the case of property damage resulting from rental or other expenses related to the Museum Rental Contract, Piedmont Arts will retain the security deposit. Otherwise, the security deposit will be returned within 10 days after event.
Rental Deposit	50% of total	Deposit will be returned less 10% if cancellation is made a minimum of 30 days prior to event. Otherwise, Piedmont Arts reserves the right to retain the deposit. The Final Payment is due two weeks prior to the event.
Piano Tuning	Price TBD	By request. Host Member will be charged the tuning fee.
Tablecloth Rental	\$10 per cloth \$5 per topper	
ABC License <i>See Virginia ABC Rules</i>		Events at which alcohol is served require a license from the Virginia Department of Alcoholic Beverage Control. Host Member must purchase a license. A valid license must be submitted to Piedmont Arts two weeks prior to event date. Apply for a license at www.abc.virginia.gov .

Questions? Contact Rental Manager Jessica Graham at 276.632.3221 or jgraham@piedmontarts.org.