

|  |              |                   |                   |
|--|--------------|-------------------|-------------------|
| Event Title:   |              | Contact Name:     |                   |
| Event Date:  | # of guests: | Set-up Time:      |                   |
| Start Time:  | End Time:    |                   |                   |
| Type of Event: <input type="checkbox"/> Meeting <input type="checkbox"/> Reception <input type="checkbox"/> Luncheon/Dinner <input type="checkbox"/> Other |              |                   |                   |
| If other please provide details here:  |              |                   |                   |
| Contact Number:  |              | Contact Email:    |                   |
| Contact Address:   |              |                   |                   |
| Website: (if applicable)   |              |                   |                   |
| <b>Rental Details</b>  |              | <b>Unit Price</b> | <b>Line Price</b> |
| 4 Hour Minimum Rental - Fri/Sat \$1,200 Sun-Thur \$750   |              |                   |                   |
| Additional Hours: _____ \$150 per additional hour  |              |                   |                   |
| Café, Custodial and Tech Staff \$20 per hour   |              |                   |                   |
| Up to 12 round tables seating 8 people each  |              | No Charge         |                   |
| Access to projector and basic PA with standard mic   |              | No Charge         |                   |
| Additional Notes:  |              |                   |                   |
|  |              | Total:            |                   |
|  |              |                   |                   |

Please complete this form and return to The Luminary along with signed Events Rental Policy Form. You may submit these forms via email to Brea McAnally: [brea@theluminaryarts.com](mailto:brea@theluminaryarts.com) or mail them to: The Luminary, Attn: Brea McAnally, 4900 Reber Place, St. Louis MO 63139  
**Reservations are not confirmed until this form is approved by Luminary staff and deposit is received.**

**FAQ**

The Luminary is happy to provide a 15% discount rental fee for Art organizations and local non-profits  
 In order to serve alcohol at an event you must hire a licensed caterer.  
 A \$500 Security Deposit is required as well as 50% of rental fee upon reservation. Final balance is due no later than 14 days prior to event date.

# Luminary Events Rental Policies

The Event Policy form must be signed and returned with the Rental Reservation form.

## Security

If Security is required for event, the charge is \$25 per hour, per person. When reviewing Event information The Luminary may require Security staff.

## Payment

50% of Rental fee is due in order to make a reservation. A \$500 Security deposit is also required at this time. The Security deposit will be refunded within 30 days of the event if The Luminary finds no damage to be done. The remaining Rental fee balance is due no later than 14 days before event date.

## Catering

The Luminary will require review of all catering plans. Renter is responsible for all catering arrangements. If you wish to serve alcohol at your event you must hire a licensed caterer. For evening events please allow for appropriate setup and takedown times. Event timeline will need to be clearly established with and approved by events coordinator, caterer, and furnishing provider. Allow approximately one hour for setup for catered events.

## Open Flame

No open flame (candles encased in glass are permitted) will be permitted at any time.

## Floorplan

The floorplan for any tables, chairs, and serving stations/bars must be planned in advance and given final approval by the events coordinator prior to setup.

## Decorations

Decorations may not interfere with or obstruct artworks, exhibition signage, wayfinding devices, and/or emergency signage. Renter must coordinate decoration plans with event coordinator prior to event.

## Smoking

Absolutely no smoking is allowed in The Luminary. Smoking is permitted outside, but if all cigarettes are not properly disposed of at the end of the evening this will come out of your Security deposit.

## Photography

If professional photography is planned for your event you must have your photographer get in touch with the events coordinator for a consultation. Failure to do so will result in no photography permitted at the event.

## Children

Children under 13 must be accompanied by an adult in all spaces during event at all times.

## Audio-Visual Services

Access to basic PA system and projector are provided free of charge. More extensive Audio Visual needs should be arranged with the Events coordinator in advance. Additional fees may apply. Luminary Tech staff is required for all live performances.

## Indemnification

Renter agrees to protect, defend, and hold harmless The Luminary Center for the Arts, its trustees, officers, and employees from and against any and all claims, suits, actions or demands (including without limitation, reasonable attorneys fees and expenses of such attorneys) of any character for loss, damage or injury to

# Luminary Events Rental Policies

person or property, including bodily or personal injury or death, in any way arising out of or resulting from the use of The Luminary Center for the Arts facilities by Renter and/or its guests.

## Miscellaneous

Except to indicate the location of the event, if appropriate, Renter shall not use the name or logo of the Luminary to promote the event without the express written consent of the Luminary. Under no circumstances may the Renter imply that the Luminary supports or endorses a cause, group or program without the express written consent of the Luminary.

## Damage

The Renter will not injure, deface, change, or alter the premises or any items contained in the Luminary and shall not cause or permit anything to be done that may damage the Luminary or any of its contents. Renter is responsible for any damage or loss resulting from the event.

## Damage Policy

A credit card is required to reserve all rentals. In the event of damage resulting from an event to the facility, artwork, or ground, the Museum reserves the right to charge up to \$2500 to the card on file following the event to cover damages. This provision is not meant to constitute the only remedy available to the The Luminary.

## Contract Fees and Approval

The Luminary reserves the right to refuse rentals to any group, organization, or individual. Event pricing and policies are subject to change.

Event Date: \_\_\_\_\_ Event Title: \_\_\_\_\_

Your signature indicates that you have read the Events Rental Policies and agree to abide by these and all other applicable policies.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please print name: \_\_\_\_\_

# **Luminary Events Rental Policies**

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