

SPANISH VILLAGE ART CENTER Patio Rental Guidelines

The Spanish Village Art Center patio is available for rental after hours any day of the week. The studios are open 11:00 a.m. – 4:00 p.m. every day. Driving and set up on the patio for event equipment drop off shall begin no earlier than 5:00 p.m. the day of the event. All events must end at 12:00 midnight.

Live music and DJ's are welcome. Designated electrical outlets are scattered around the patio for the renters use. There is a 24' x 34' concrete area perfect for a dance floor. The renter must use their own caterer and party rental companies. Spanish Village Art Center does not provide these services. A large kitchen area for advance staging and storage is included in the rental fee. Spanish Village does not hold a food handling permit, so cooking of food is not permitted in this kitchen. We will provide a "Private Event" sign that will be placed at the South entrance to the patio before the event begins.

In order to reserve the date/time of an event, a Rental Contract must be signed and given to the Patio Event Coordinator. Rental payment is collected in two equal amounts after the agreement is signed. At final payment, all copies of permits and insurance paperwork must be on file as indicated in the Rental Contract. Permits include Proof of Liability Insurance and Liquor Liability Insurance. All food caterers (food trucks are welcome) must provide a copy of their Public Health Permit and Business Licenses. A cleaning deposit will be collected along with the final rental payment. The restrooms are public and given a light service and restocking before any event. Decorating of the patio and /or restrooms is welcome. This must be provided by the renter and removed by the end of the event.

Please contact the Patio Event Coordinator for all inquiries. Vicky DeLong vbde@cox.net