

Dunedin
FineART
Center



RENTALS

2023 – 2024



2023-2024 Rentals at DFAC

Welcome to the Dunedin Fine Art Center (DFAC), a unique experience for your guests! We are a Not-for-profit, visual arts educational center with museum quality Galleries and an inviting open space, Founder's Hall, suitable for your special event. This Rental Package introduces you to our facility, opportunities, and policies to ensure every detail of your event is taken care of. We look forward to serving you **where the Art is!**

Founder's Hall

Founder's Hall Use	Sq. Ft.	Capacity Standing Max	Capacity Banquet Max	Rental Fee
Receptions* (4pm-10pm) Food & drinks (not included in the rental fee) are set up in the open space only. Galleries are available for viewing.	3,000	200	80	Mon-Thu: \$2100 Fri-Sun: \$2600
Luncheons ** (11:30am-2:30pm) Private luncheons using Palm Café catering services (food/beverage costs not included in the rental fee)	3,000		20-40	\$160

***Rental Fee Includes:** 6 hours of facility use which includes set-up and break down. Any additional hours to the above will be charged \$250 per hour. Galleries are available for viewing and for an additional charge, a docent tour led by our curatorial director can be arranged.

Rental fees do not include tables, chairs, linens, additional equipment (see page 3).

State of Florida 7% Sales Tax will be added to all space rentals and equipment.

Non-profit organizations with a (501(c)(3) charitable status hosting a reception will receive a 30% discount Monday – Thursday, and 20% Friday – Sunday on the rental fee only and are sales tax exempt. Additional hours and equipment are not discounted.

****Luncheons :** DFAC and the Palm Café can book private luncheons at Founder's Hall for up to 40 guests. The rental fee does not include food and beverage costs, please consult with DFAC and Chef Robert at the Palm Café for catering services. If an outside caterer is used, a 10% fee will be added to the rental fee. Rental fees do not include tables, chairs, linens, additional equipment (see page 3).

State of Florida 7% Sales Tax will be added to all space rentals and equipment.

DFAC follows CDC Health and Safety protocols. Please visit www.dfac.org for the latest information related to mask protocols.

DFAC will remain open for visitors, staff, students, and tourists and will operate at normal business hours: Mon-Fri 10am-5pm, Sat 10am-2pm and Sun 1pm-4pm. **It is strongly encouraged that you book your event when Exhibits are displayed at DFAC. Please refer to the Exhibit Calendar <https://www.dfac.org/exhibit/time/current-exhibits/> when booking your event.**

Event Equipment, Services & Audio-Visual Needs

Item	Description	Per Item
Rectangle Table (20 available)	6ft	\$16.00
Bar- (Two 6ft Tables)	1 with extended legs	\$16.00
Hi-Top Bar Tables covered in black (15 available)	42" high x 30" diameter (standing only)	\$16.00
Round Table -4 seated spaces (22 available with black floor length tablecloth cover)	46" diameter	\$16.00
Chairs (124 available)	White folding, padded seat	\$3.00
Sound System		\$50.00
55" TV Monitor	Modem with HDMI/memory card connectivity (must bring own laptop)	\$75.00
Stage (8' x4')	Black stage w/ black skirt- 8' in length by 4' wide raised about 2' off the floor	\$150
Podium & Microphone (4 wired/4 wireless)	Standard	\$25.00
Staging room required for outside caterer	West Wing	\$150.00
Table decoration	6.5" vintage or 7.5" modern hurricane glass vases w/ battery operated candles or lights	1.00 each
Colored table covers and table skirts	Not available, contact outside vendor	n/a

Chair Covers	Not available, contact outside vendor	n/a
Docent Tour	2 scheduled viewings led by DFAC's Curatorial Director	\$50.00
*There is an additional set-up/break down fee of 25% for outside rental equipment cost		
* Entertainers must bring in their own AV needs (speakers, microphones, instruments, chairs)		

ADDITIONAL REQUIRED SERVICES

A House Manager is included in the rental fee for six hours. We will allow a two-hour set-up prior to the event, three hours for the event and one hour to break-down. Events that run over the six-hour period will be charged an hourly fee. The renter is encouraged to secure the appropriate time period at the time of rental. For example, if the invitation indicates 6-9pm but the DJ is booked until 11pm, then the rental agreement would be for 4pm-12pm, a total of 8 hours, to cover set up, event and break-down time.

FOOD

Chef Robert at the Palm Café can provide for all catering needs at the Dunedin Fine Art Center. Chef Robert has over thirty years’ experience providing exceptional fare for parties, events, weddings, and restaurants. Only in special circumstances will outside caterers be accepted. **Chef Robert and outside caterers must pay DFAC 10% of food and beverage for total catering fee. (Caterer: checks made payable to Dunedin Fine Art Center (DFAC) within one week of scheduled event. Please submit final client invoice with payment.)**

Guests may not bring homemade or take-out food to an event. Celebration/Wedding Cakes will be allowed.

TABLECLOTHS, TABLE SKIRTS & CHAIR COVERS

You are welcome to choose the linen supplier of your choice to provide tablecloths, skirts and chair covers. For your convenience we offer direct rental from DFAC (prices listed on page 3) or Connie Duglin Specialty Linen & Chair Cover Rentals has provided a full array of linens, napkins and chair covers at reasonable prices.

SET-UP & BREAKDOWN SERVICE FEE

We are happy to set- up and break down your event for outside items/equipment rentals, at an additional cost of 25% of the equipment rental cost.

GALLERY VIEWING

Guests are welcome to view DFAC’s galleries during your event, we ask them to adhere to proper museum etiquette. Please do not touch the artwork or lean on any pedestals. Children must always be supervised.

We request that food and drink not to be taken in the gallery spaces during the event. Art work sales are handled during normal business hours and can be facilitated through the House Manager during your event.

We strongly encourage that events are scheduled while Exhibits are displayed. Please refer to the Exhibit Calendar posted on www.dfac.org when booking your event. If your event is scheduled when there is no Exhibit, the galleries will not be accessible to your guests, as artwork will not be available for viewing.

POLICIES FOR DFAC FACILITY USE

The following policies have been developed for use by individuals, corporations, and not-for-profit groups renting an area in the **DUNEDIN FINE ART CENTER, INC. ("DFAC")**, located at 1143 Michigan Blvd., Dunedin, Florida 34698 (Phone: 727-298-3322).

All use of DFAC shall be compatible with and not disruptive of the programs and ongoing activities of DFAC.

All Galleries are open to the public until DFAC's normal open/closing times: Monday-Friday: 10:00am to 5:00pm; Saturday: 10am to 2:00pm; Sunday: 1:00pm to 4:00pm. **(Note: hours may change due to special circumstances. Please check when signing the rental contract.)**

Please note if you book your event when there are no Exhibits, the main Galleries will be closed. Please refer to the Exhibits calendar posted in www.dfac.org when planning your event.

DISCOUNTS & COMPLIMENTARY RENTALS

Discounts are a benefit of some Circle of Giving membership levels and are offered to local not-for-profits as a courtesy.

Not-for-profit organizations with a (501(c)(3) charitable status will receive a 30% discount Monday-Thursday and 20% discount Friday-Sunday on the rental fee only and are sales tax exempt. Additional hours and equipment are not discounted.

EQUIPMENT FEES

Equipment and AV needs are additional fees. All space and equipment are subject to sales tax.

HOUSE MANAGER

DFAC provides a House Manager for 6 hours of your event. The House Manager ensures everything you have requested is in good working order, assists with questions and keeps things flowing. The House Manager is charged with maintaining a safe environment, assisting the host to bring the party to a close, and ensuring DFAC is returned to its original state.

- **Events that go over 6 hours will be charged \$350 an hour.**

FUNDRAISING

DFAC policy prohibits the use of DFAC Facilities for a fundraising event unless otherwise agreed to by the CEO/President.

- **DFAC prohibits political and religious fundraising events.**

ALCOHOL

Alcohol is limited to inside facilities only. Alcohol consumption must comply with all applicable State of Florida laws and **cannot be sold on the premises** as DFAC does not have a liquor license. Alcohol may only be served under the caterer or hired bartender's license.

- **Renter must have proof of insurance and name DFAC as additional insured in order to serve alcohol during the event**

CATERING

Caterers and their clients will have access to the facility according to the agreed time on the Facility Usage Agreement. All food must be prepared off-site. **No cooking is allowed.** If the Caterer requires a staging area, with water access, the renter must reserve at the time of the rental (refer to page 3 for applicable fee). **Use of the Palm Café facilities is prohibited.** The rental party is responsible for removing all items brought in to their function and removing all trash. The facility must be left in the condition that it was presented in. Any damages will be charged to the Renter.

CHECK-OUT AFTER EVENT

Prior to vacating the facility after an event, the Renter must check-out with the DFAC House Manager. Together they will perform a walkthrough of the facility and will address any items that need to be taken care of prior to the Renter and Caterer leaving.

CLEAN-UP/TRASH

The Renter and Caterer are responsible for bagging all trash. Caterer must bring their own garbage bags and take garbage with them. DFAC does not have a dumpster for catering trash. Floors, countertops must be left

clean. Renter will be responsible for any and all cost incurred by DFAC in cleaning and restoring the premises used by the renter during the event.

DECORATIONS

Decorating is limited to table decorations and must be approved prior to event. Decorating on the walls of the facility or hanging items from the ceiling and lighting are not permitted. Use of helium or hydrogen balloons is not allowed.

- **No candles or open flames. May use battery votives only.**
- **No glitter or confetti may be used**
- **No glass beads, shards or pebbles**

SMOKING

DFAC is a non-smoking facility.

GUESTS/VENDORS

The Renter is responsible for the behavior of all guests and/or vendors secured for their event. The Renter is responsible for any damages incurred, as stated above.

- **Children must be attended to at all times during the event.**

MUSIC/DJ'S

Music providers and DJ's will have access to the facility according to the agreed time on the Facility Usage Agreement.

- **Any additional hours to the above will be charged at \$250 per hour.**

INSURANCE

Renters are required to provide proof of comprehensive general liability insurance at the request of the Dunedin Fine Art Center. Liability insurance provides coverage for injury or property damage to others as a result of your event and the signing of this policy ensures that renter is ultimately responsible for the safety of all its invitees, guests, agents or sub-contractors.

- **Proof of Liability Insurance Coverage is expected 30 days prior to the event.**
- **Renter must provide documentation of alcohol license coverage from the bartender or caterer in order to serve alcohol during the event**

PAYMENTS/DEPOSIT

A non-refundable 20% deposit is required to reserve a rental. The entire balance is due two days before your scheduled event. Refunds will be given 48 hours in advance of the event.

- **Deposits are non-refundable**

PARKING

On-site parking is subject to availability in the DFAC parking lot with approximately 70 spaces. Parking is on a first-come, first-served basis. Rental parties will not have reserved lots, spaces, etc.

- **If you wish to use Highland Park for parking (the open field next to DFAC) special arrangements must be made prior to the event by calling the City of Dunedin Community Center at (727) 812-4530.**
- **Valet Policy for your event – Please ensure the City of Dunedin is aware how you will handle parking overflow at Highland Park (the open field next to DFAC) and/or if you have unique parking needs. Please contact the Dunedin Community Center at 727-812-4530 to obtain approval and make arrangements.**

OTHER OPTIONS

We would love to have your event at Dunedin Fine Art Center but know we cannot accommodate everyone. If your dates are not available or our facility cannot hold your anticipated guest list, we encourage you to contact our neighbor, The City of Dunedin Parks & Recreation Department (727-812-4530), to see if they have space available. They have several spaces ideal for bridal or wedding showers, committee meetings, anniversary parties, sweet sixteen parties, employee trainings, etc.

- Bon Appetit 148 Marina Plaza, Dunedin, FL (727) 733-2151
- The Fenway Hotel 453 Edgewater Drive, Dunedin, FL (727) 683-5990

Preferred Caterers:

PALM  CAFÉ
at the Dunedin Fine Art Center

Chef Robert Masson rmasson40@hotmail.com /727-298-3322

- Delectables Fine Catering 727-781-1200
- Stuffed Mushroom 727-726-8686

FACILITY USAGE AGREEMENT page one

Renter Name:	Date of Event:		
DFAC PATRON/MEMBER: YES NO	<i>Please circle one</i> Mon Tues Wed Thurs Fri Sat Sun		
Space/Equipment	Per Item	Cost	
Founders Hall M-Th -or- Fri-Sunday	\$2,100 -or- \$2,600 (Fri-Sunday) or \$160 (luncheon only)		
Additional Hours	\$350.00		
Staging Room (Required for Caterer)	\$100.00		
Sound System (with microphone)	\$50.00		
Podium (with microphone)	\$25.00		
55" TV Monitor	\$75.00		
Stage (8' x 4')	\$150.00		
Docent Tour (2 tours)	\$50.00		
	Per Item	X # Needed	
Rectangle Table - 6ft (20 available)	\$15.00		
Bar - Two 6 ft Tables with extended legs	\$15.00		
Hi-Top Bar cocktail tables covered with black cover (15 available)	\$15.00		
Round Table -Seats max 4 (22 available)	\$15.00		
Chairs-white, folded, padded seat (124 available)	\$3.00		
Table Decoration -Glass hurricane vases (select vintage or modern design)	\$1.00		
Add Items in Cost Column		Sub Total	
Subtract Patron/Non-Profit Discount		- _____ %	
Not-for-Profits Must Provide Copy of Tax-Exempt Letter		+ 7% Sales Tax	
		Total	
20% Deposit is non refundable	Paid by: Check Credit Card	10%	
Balance to be paid 2 days prior to event		90%	
Date Balance Paid:			
DFAC Representative:		Renter Signature:	
		<i>Please complete next page</i>	

FACILITY USAGE AGREEMENT page two

Contact Name:	Phone Number:
Business/Organization:	Title:
Rental Space:	Name of Event:
Rental Layout Map Attached:	
Rental Date:	Rental Time:
Access Time and Special Requests:	Parking Needs:
	Dunedin Community Center Parking Approval Phone: (727)812-4530 Yes/No
Type of Event:	Estimated Guests:
DJ Name:	Set-Up Time: Breakdown Time:
	DJ Phone Number:
Caterer:	Caterer Contact & Phone:
Caterer Special Instructions:	
Caterer Fee Paid (10% of Contract): \$	Caterer Contract Attached Yes/No
Linens Provider:	Phone:
Liability Coverage Attached Yes/No	Non-Profit & Tax-Exempt Documentation
Total Rental Cost: \$	Rental Deposit Paid: \$
Balance Due: \$	Balance Paid Date:

I (the renter/s) accept, understand and agree to comply with DFAC Event Policies. I certify that all facts and information provided is accurate and agree to abide by the policies fully. I agree to obtain and furnish DFAC with a certificate of general liability insurance and name DFAC as an additional insured. I also agree to provide proof of the alcohol license coverage from the bar tender or caterer.

Renter Signature: _____ Date: _____

Renter Name: _____ Title: _____

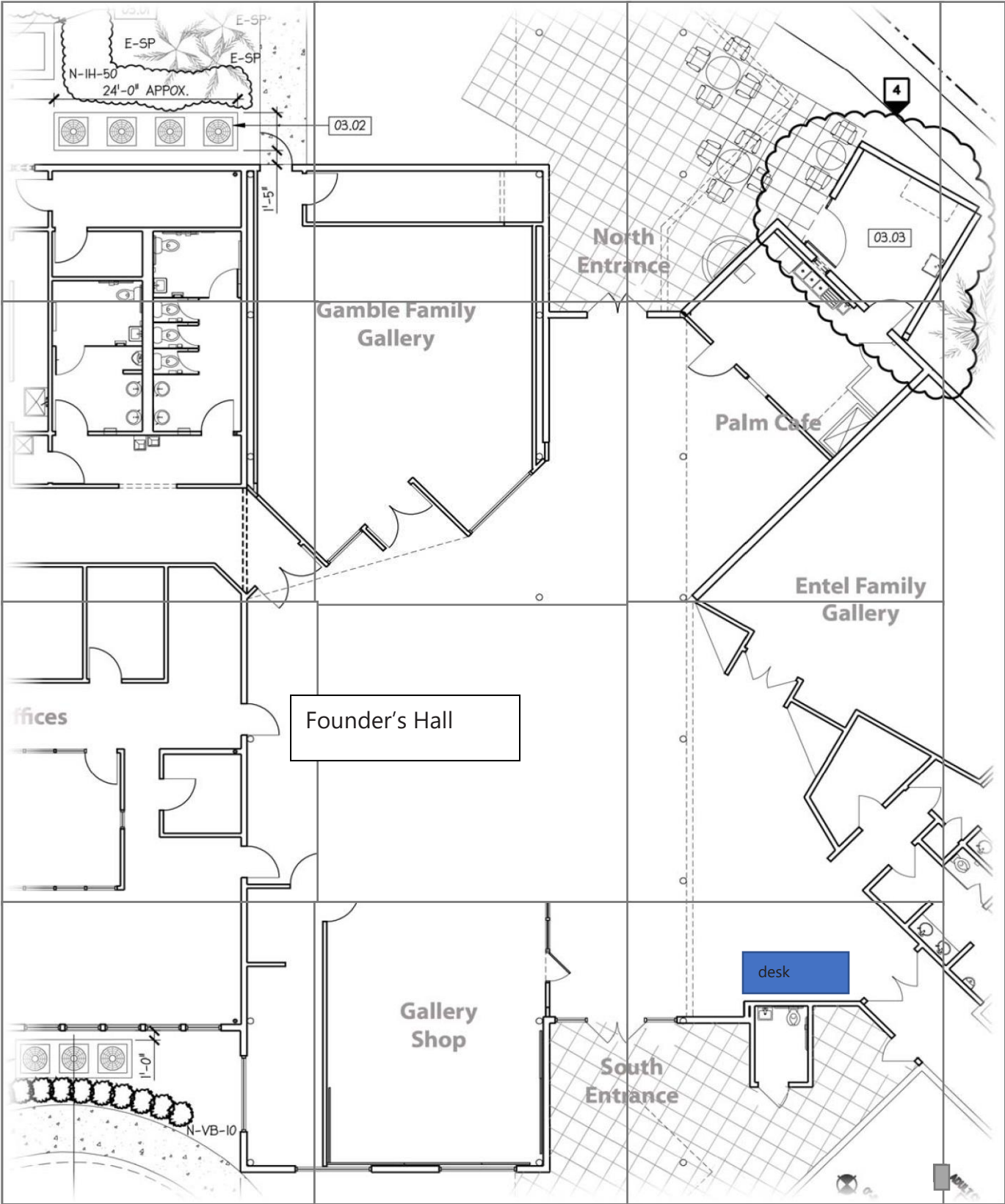
E-mail: _____ Phone: _____ Cell: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

DFAC Representative: _____ Date: _____

LAYOUT



EVENT CHECKLIST

Date of event: _____ **Renter/Organization:** _____

Name of Event: _____ **Renter Contact Phone:** _____

- SPACE LAYOUT PLAN – LOCATION OF TABLES, CHAIRS, BAR, FOOD TABLES, HIGH TOPS, SPECIAL STATIONS
- CERTIFICATE OF INSURANCE LIABILITY COVERAGE AND ALCOHOL LICENSE
- TAX EXEMPT DOCUMENTATION
- NOT-FOR-PROFIT DOCUMENTATION
- CITY OF DUNEDIN HIGHLAND PARK- PARKING APPROVAL
- CATERER CONTRACT:
- CURATORIAL TOUR SCHEDULED
- DJ CONTRACT
- LINEN PROVIDER:
- DECORATIONS/FLOWERS:
- SPECIAL REQUESTS

Early dropoff/Deliveries _____

Later Pickup _____

Other: _____

- GARBAGE BAGS
- CATER TO REMOVE ALL GARBAGE
- DISPOSABLE NAPKINS, PLATES, SILVERWARE, CUPS GLASSES, ETC.

Copy to:

- President/CEO
- Accounting Manager
- Facilities Manager
- Caterer



1143 Michigan Blvd. – Dunedin, FL 34968

727-298-DFAC (3322)

www.dfac.org

Our Mission & Vision

The **mission** at the Dunedin Fine Art Center is to *enrich lives through educational experiences in the visual arts.*

The **vision** is to make the Dunedin Fine Art Center *a leading visual art center providing unparalleled educational, cultural & creative experiences.*

Diversity, Equity, and Inclusion at DFAC

The Dunedin Fine Art Center (DFAC) is committed to creating an inclusive space where the arts are celebrated, explored and learned by all. We believe that it is important for everyone, regardless of background, identity, and voice, to feel welcome to participate and be heard in this space.



DFAC is ADA Compliant

For further inquiries please contact: Vanessa Quintas at
vanessa@dfac.org/727-298-3322, Ext. 236