

Frequently Asked Questions for Facility Rentals

I see there is an insurance requirement, please explain.

Yes, we do require that you provide an insurance certificate for your event to cover any liability during your event. If this is a corporate or nonprofit event, you need to provide an additional insured certificate naming the Naples Art Association, 585 Park St., Naples, FL 34102, as an additional insured. If this is a private event such as a birthday party or a wedding you'd need to purchase 'an event day' policy which usually runs about \$150-\$200. Our insurance company is BB&T Oswald Tripp Insurance and they can help you obtain the required coverage.

Please explain your pricing structure.

We rent the first floor of the art center which includes the Watson Gallery, for a minimum of four hours. Usually, this is a sufficient period of time for a cocktail reception including set up and break down. After the initial four hours, each additional hour is \$200/hour. After 11pm, the hourly rate goes up to \$400/hour. If it is a larger event, such as a wedding, expect the rental to be 7-9 hours. We rely on the caterer or wedding planner to determine the final timeline taking into account rental set up, table setting, and then tear down and clean up.

What does the rental period cover?

You must take into consideration your set up and break down/clean up time during your rental period. If you are using any of our tables and chairs, we will have those items set up according to the schematic you filled out. If you have rentals, you need to include the time to set up and break down all of those rentals during your rental period. We expect you to leave the facility broom clean or you will incur a cleaning fee.

May we drop off any supplies or rentals ahead of our event day?

This is not always possible but we will certainly try to accommodate as much as we can. During season, we often have events booked for multiple nights in a row and because of our limited storage/staging space, we cannot accommodate additional supplies and storage. Sometimes we do allow a rental drop off which can be stored on our back deck if there is not another event happening the night before. We are not responsible for any rentals stored on the back deck.

Can we use an outside caterer?

We have a list of Preferred Caterers that we allow to cater at our facility. We do ask that you use one of our Preferred Caterers. You will find a full list of our Preferred Caterers on our web site <http://www.naplesart.org/about-us/facility-rentals/> or on the last page of the rental agreement.

Do you have a liquor license?

We have a host liquor license which means that we can host events that distribute beer and wine but we cannot sell beer/wine on the property. Working with one of our Preferred Caterers and hiring one of their staff people to bartend your event gives you coverage under the caterer's liquor license. You also fall under the caterer's liquor liability insurance when you hire a bartender. This allows you to distribute spirits as well as beer and wine. We can never have the sale of alcohol on the premises.

What sort of rentals or inventory of tables and chairs does the Naples Art Association have?

We have 15 – 6' tables, 10 high-top tables and 180 molded chairs. Use of our tables and chairs is included in the cost of your rental fee. If you want to use large round tables or upgrade the chairs, you would have to rent those items additionally. We use Taylor Rental for all of our rentals but if you have another rental company that you prefer, we do not require that you use Taylor Rental. Renters have added additional lighting on the back deck including café lights above the back deck and 'street lamps'. We also have black linens for all of the tables that we own. If you want to use our linens, we do not charge a rental fee but we do charge a cleaning fee to use our linens.

How do we know what exhibition of artwork will be on display during our rental?

We can give you the name of the exhibition in advance but that doesn't always give you an idea of what the artwork will look like. If we know that an exhibition will be all photography, such as Camera USA, we can give you that info. We like to show you photos from different events to give you an idea of past exhibitions.

Is the gift shop open during our rental?

You can request that the gift shop remain open during your event, we just need to know in advance so that we can arrange staffing. The same is true if you'd like a dedicated volunteer to greet and help direct people at the front desk. This is often requested during corporate or nonprofit receptions to help greet guests and direct them to the Watson Gallery and answer any questions about the Naples Art Association.

Is there a staff person on site during our event?

Yes, there is always at least one Naples Art Association staff person on site throughout your event. The staff person is responsible for ensuring that all artwork is safe and to ensure that our safety standards are being met including fire code, overcrowding or to assist in the case of an emergency.

Can we use your kitchen?

Yes, our kitchen is a prep only kitchen. We do not allow any cooking or open flame inside the building and our kitchen is not equipped for cooking. We try to clean off the counters to allow as much prep

space as possible for your event. If you need to keep any beverages or food item cool, please be prepared with your own coolers. Do not expect that the refrigerator and freezer will be available as this is the staff refrigerator and we are unable to clean out the fridge for each event.

What is a schematic and when do you need it by?

You need to do a simple drawing of how you want the room set up for your event. We provide you with a blank template of the layout of the room and one week before your event, we need this submitted so we know how to arrange the tables and chairs for your event. This applies to our inventory of tables and chairs. When complete, please email the schematic to Jody.Anagnos@naplesart.org.

What is the cleaning expectation of the renter leaves the facility?

We expect all trash to be picked up, bagged and left in the receiving room for NAA staff to bring to the dumpster. If you are using any of our tables and chairs, you can leave them for us to put away. If you have rentals, those need to be taken up and taken away. We expect the floors to be left broom clean. We do reserve the right to invoice the renter for a cleaning fee if the facility is not left clean.

Is the wall in the Watson moveable?

Yes, the wall in the Watson is moveable and our curator determines the location of the moveable wall for each exhibition. We do not move the wall for specific events.