

THE STUDIOS KEY WEST (TSKW)

Venue Information Contract & Rules

Contact: Andy Celli, Rental Manager
andy@tskw.org, 206-356-3293

Thank you for booking The Studios of Key West (TSKW) for your event. We look forward to helping make your event a success. Please forward the contained information to your event planner, caterer, decoration/clean-up committee, rental company, florist, DJ, musicians and others assisting you in planning or producing your event. Please refer to the outline below in this document for detailed information.

BUILDING ACCESS

Your rental period encompasses (but is not limited to) unloading and loading, set up and clean up, decorating, catering and final clean up. Deliveries outside the rental period must be arranged with TSKW management two weeks before your event. Our TSKW site manager for the day is available to answer questions about the venue during the entire reservation period but he or she is not part of the set up or cleaning crew for the event. Clean up must be complete prior to the conclusion of the rental period or additional hours and charges may be added to your contract.

EXTRA ROOMS AND SPACE (BRIDE'S & GROOM'S ROOMS)

Additional rooms are available for your use depending on your needs. Two rooms are available for use on the 3rd floor (Design Lab & Kat in the Hat Classroom) and a small gallery on the 1st floor (Zabar Project Gallery). Please note that the classrooms on the 3rd floor can be provided complimentary if they are not being used for another event, class or project. To ensure they are available during your event you will need to check availability and reserve the rooms with your initial booking. Please ensure that your guests respect the property of our artists and students that also use these rooms.

ADDITIONAL TIME ABOVE THE RENTAL BLOCK

Additional time can be added to your rental block and also for any requested setup days prior to the event or cleanup days that are needed after. The rate is \$200 for each additional hour.

SET UP & CLEAN UP

You will need to make your own arrangements for Loading/unloading and all your setup/cleanup necessary for your event. TSKW can provide complimentary items from our inventory list. A list of what is available can be found below under "furnishings" and in the rental packet. TSKW will include the setup and cleanup of the complimentary equipment listed to your specifications. For us to assist with such setup we will need a detailed description and layout 2 weeks prior to your event. All decorations, food, flowers, props, boxes and trash must be removed from the site by the end of your rental period. Trash cans and recycling bins are available for your use outside behind the building. The TSKW site manager will show you the location of the trash and recycling containers.

CATERING

You may choose your own caterer or do self-catering using your family and friends. Our kitchen is on the 3rd floor and is for staging only - it is not a commercial kitchen so NO cooking can be done. It has a sink, microwave oven and refrigerator. Please be aware that there is no dishwasher or garbage disposal in the

sink, and grease should not be poured down the drain. The caterer or person responsible for food should contact the site management with any additional questions. TSKW does not provide any catering staff.

ALCOHOL & BAR SERVICE

TSKW has liquor license and liability coverage. Under license and insurance, we are required to take care of the bar for you. Please refer to the rental guide for bar service options and package options for providing your own alcohol. You are also able to contract out bar services to a licensed, bonded and insured caterer with an off-premise endorsement. The TSKW bar on the 2nd floor and Hugh's View Bar on the 4th floor can NOT be used unless you are booking bar services through TSKW. Please note that the ice maker on the 3rd floor kitchen is reserved for TSKW events only and cannot be used for your event.

CAPACITY

Practical capacity depends upon the design of your event and layout, but for max capacity you will need to limit the locations rented to the following capacity. Helmerich Theater 120-160 (theater seating only), Hugh's View 60 seated / 120 stand up cocktail, Sanger Gallery 40 seated / 60 stand up cocktail, Design Lab 30, Kat in the Hat Classroom 30.

CLIMATE CONTROL

Air conditioning within the building is set and regulated automatically. No adjustments can be made.

TSKW ARTWORK

Please be respectful of all the art within TSKW. The artwork on display during your event cannot be removed, moved or touched in any way. Please incorporate the art displayed throughout the building during your rental period into your event theme. Please note that any damages to the artwork may result in the purchase of the artwork by the clients booked on the contract.

DECORATIONS

Decorations or signage may not be attached to the walls, ceilings, windows or doors with any kind of fastener such as adhesive hooks, adhesive putty, staples, tacks, pins, nails, tapes, etc. Only blue painter's tape may be used with advanced approval from the management. In the Sanger Gallery and Helmerich Theater permanent hooks are installed in the ceiling and can be used to suspend light weight decorations & strings of lights. If you plan to open the shades in any of the spaces please ask the site manager for assistance. Candles must be in steady holders that contain the flame and the wax. Use and placement of candles must be pre-approved by TSKW management. Tables, chairs and all other floor equipment must be carried or rolled (not dragged) to prevent damage to the floor. Gaffer's tape may be used to secure cords to the floor with permission from TSKW management, but all tape and adhesive residue must be removed completely within the reservation period, or there will be a charge against the cleaning deposit. Potted plants must have waterproof trays under them. Glitter and confetti are not permitted. If TSKW staff must clean glitter or confetti from the floors and furnishings, the cleaning/security deposit is automatically forfeit. Sparklers, Helium Balloons & Smoke Machines are not permitted.

FIRE ALARMS AND HAZARDS

The smoke and fire alarms are directly wired to the Key West Fire Department for the safety of all building occupants. It is illegal to tamper, disable or destroy any security or fire monitoring equipment.

FOOD TRUCKS

If a food truck is hired for your event, please let the management know as you will need a temporary no parking zone set up outside the building. Check with your food truck vendor to see whether they will fit in the street parking areas outside the building, or if they have any questions or concerns, have them contact TSKW management directly.

FURNISHINGS

Please see the rental information packet for what furnishings are included with your rental. Some of the rental spaces' furnishings are already preset and cannot be moved outside of the space. Please check with TSKW management staff with any questions. TSKW has the following equipment:

- 3 4' x 30" Rectangular Banquet Tables (Seats 4 – 6 guests)
- 2 4' x 24" Rectangular Banquet Tables (Seats 4 – 6 guests)
- 1 5' x 24" Rectangular Banquet Tables (Seats 4 – 6 guests)
- 20 6' x 30" Rectangular Banquet Tables (Seats 6 – 8 guests)
- 2 8' x 30" Rectangular Banquet Tables (Seats 8 – 10 guests)
- 11 24" Round Cocktail/Bistro Table (Seats 4 guests) These tables can be 30" high OR 42" high
- 140 Padded Chairs
- 20 Black covered narrow chairs
- Assorted options in AV equipment. Please confirm with TSKW staff on your needs.

PARKING

TSKW does NOT have any parking or parking lot. Let all your guests and vendors know to plan ahead for any parking needs.

NOISE

TSKW can contain a lot of sound, but please keep noise inside the building and be respectful of residents in the neighborhood. For rooftop events, the cutoff time for amplified music is 10pm on weeknights, and 11pm on Friday and Saturday.

PETS

If your pet or service animal will be part of your celebration, please talk to the management in advance about your plans. Animals must be on a leash or in a carrier (and with a human) while in the building.

SMOKING

TSKW is a non-smoking facility. No smoking, vaping or tobacco of any kind indoors or on the rooftop.

LIGHTING & PA EQUIPMENT

Lighting and AV equipment is available. Please check with TSKW management on your needs and complete your requests on your layout and/or detailed description which is due 2 weeks prior to your event date.

REHEARSALS

A complimentary 1-hour wedding rehearsal period is available one or two days before your event. Arrangements with the TSKW management team must be made at least two weeks before the requested rehearsal date to ensure availability. A rehearsal is a complimentary service so the time of the rehearsal will be arranged as close to the preferred time as possible but may have to be moved depending on the needs of TSKW. Rehearsals are not staffed, and please note the PA is not set up specifically, for rehearsals.

VISITING THE STUDIOS OF KEY WEST FOR PLANNING PURPOSES

As your plans develop, you may want to visit TSKW with friends, family and vendors. You can visit as often as needed, but please call in advance (305 296-0458) to make sure the spaces will be available when you arrive.

UNIVERSAL ACCESS

TSKW is a 4-story building. An elevator can be used to access all the floors and roof top (Hugh's View). Handicap restrooms are also available on all the floors except the 4th floor Hugh's View.

BOOKING & DEPOSITS

Dates are booked on a "First Come, First Serve" basis. To secure your date you will need to submit a signed contract along with both a booking deposit and damage deposit. The booking deposit is 50% of the total and the refundable damage/cleaning deposit is \$500. The full rental order and contract is attached below. The final payment is due 2 weeks prior to your event. Once your event is complete, we will return you damage/cleaning deposit within 14 business days providing the rental space is left in a clean condition and no damage has been identified to the building or artwork.

REFUNDS & CANCELATION POLICY

The damage/cleaning deposit can be fully refunded after the TSKW site manager for your event has checked all the areas for any damage or cleaning. The booking deposit is nonrefundable unless TSKW can secure another equal or greater valued booking over your reserved date and time slot. A formal written letter (email or standard letter) must be received before we can open the date and receive other requests. After final payments are due and made 2 weeks prior to your event no further refunds are available.

THE PEAR HOUSE COURTYARD

The PEAR House offers a commercial kitchen and a covered courtyard space with a seated capacity of about 60. The PEAR House is also the residence of TSKW visiting artists, so it has limited availability and specific sensitivity requirements. These include noise levels and building access restrictions so as not to disrupt the residents, as well as an earlier end time to your rental period (all load out/clean up must be finished by 10pm). Rentals must also be booked at least 30 days in advance to allow for adequate time to notify residents.

**The Studios Key West
BOOKING & RESERVATION REQUEST**

Name: _____

Address: _____

Phone number: _____ 2nd Phone number: _____

Email: _____

Type of event: _____

Event Date(s): _____ Start time: _____ End time: _____

Estimated guest count: _____

Booking the following spaces in TSKW for a 6-hour window:

- Sanger Gallery at current published rate: \$_____
- Helmerich Hall/Theater at the current published rate: \$_____
- Design Lab at the current published rate: \$_____
- Kat in the Hat classroom at the current published rate: \$_____
- Hugh's View at the current published rate: \$_____
- PEAR House Courtyard at the current published rate: \$_____
- Helmerich Hall/Theater & Hugh's View at the current published rate: \$_____
- Entire Building at the current published rate: \$_____. (Please note this is the only option that will secure you are the only event in the building on your requested date and time).
- *Additional hours over the 6 hour rental block are charged at \$200 per hour.

List start and end times with a total number of hours: _____.

Total rental amount from above spaces requested \$_____.

50% booking deposit from the above total \$ _____. Paid on: _____.

Balance of \$ _____ due 14 days prior to the event on: _____.

Damage/cleaning deposit of \$500 paid on _____. Refunded 7 days after your event.

TSKW bar package is requested for this event: (yes/no): _____.

Booking Client Signature: _____ Date: _____

TSKW Representative: _____ Date: _____