



**New Art Center**  
*in Newton*

## Rental Space at the New Art Center

**For private events and functions:** The New Art Center rents out space to small groups for private events. Please keep in mind that this is an Art Center, so the environment is creative, fun and casual. This Center may not be a great fit for formal events, although with the right decorations and energy, the charm of the center serves as unique backdrop. If you are considering the New Art Center for your function, we recommend that you visit the center to see if it is the right fit for your event. Please call Jill Pizzuto at (617) 964-3424 to schedule a time to look around.

**For non-profit groups:** The New Art Center is pleased to offer space for non-profit groups for community events and gatherings at no charge, if the event is scheduled during our normal business hours. For times that the Center is normally closed, there is an hourly fee of \$50 for a staff member to open, close, and stay at the Center during the event.

**For children's birthday parties:** The Center offers creative, fun birthday arts experiences. We offer fun-filled art parties (including one hour of art instruction) at the New Art Center. Choose from one of four themes to best suit your child's interests and age. Every child can take their artwork home with them! See the About page on our website for more information, or click [here](#).

### Rental information:

#### Rates:

Main Gallery	\$225./hour
ELVAS (Extra Large Visual Arts Studio)	\$175./hour
Jean Mineo (large classroom)	\$55./hour
Young Artists Studio (small classroom)	\$35./hour
Staff coverage fee (for non-business hours)	\$50./hour
Refundable Cleaning deposit	\$200.

#### For events, we provide the following:

- \*The use of our tables and chairs
- \*The use of our kitchen and bathrooms
- \*The use of our parking lot.

**PERMITS:** The City of Newton requires permits for events where alcohol is served, or live entertainment is planned. If needed, permits must be obtained by the renter prior to the event. Please follow the links below to learn more about this process.

One Day Temporary Entertainment Permit Application (Fee \$150)  
<http://www.newtonma.gov/civicax/filebank/documents/38719>

One day Alcohol License Instruction Sheet  
<http://www.newtonma.gov/civicax/filebank/documents/44904>

One Day Alcoholic Beverage License Application (Fee \$150-\$200)  
<http://www.newtonma.gov/civicax/filebank/documents/38719>



## RENTAL CONTRACT

### GENERAL INFORMATION

Renter Details	Event Details
Name:	Date:
Organization:	Event Time:
Phone:	Event Type:
Email:	# Attendees:
CONTRACT PREPARED BY Dan Elias, email: ADMIN@NEWARTCENTER.ORG, Phone: 617-964-3424	

### FEES

STUDIO SPACE:	Fee	Hours Rented	Total fee
Main Gallery	\$225/hour		
Extra Large Visual Arts Studio ("ELVAS")	\$175/hour		
Jean Mineo Studio (large classroom)	\$55/hour		
Young Artist Studio (small classroom)	\$35/hour		
Refundable Cleaning Deposit	\$200*		
<b>TOTAL STUDIO FEE:</b>			
DEPOSIT (50% required to reserve studio):			
BALANCE (Due one week prior to event):			
STAFFING FEE:	Fee	Hours	Total
For small groups (generally less than 50 attendees), <b>one NAC representative</b> is required	\$50/hour		
For large groups (generally more than 50 attendees), <b>two NAC representatives</b> required	\$100/hour		
<b>TOTAL STAFFING FEE (Due at event by check):</b>			

*\*Cleaning deposit will be returned within 10 days after event provided space is returned to original condition*

### PERMITS & RESPONSIBLE PARTIES

The renter is responsible for obtaining required permits from the City of Newton for his/her event. This includes, but is not limited to, permits for alcohol, live/amplified music, and police detail. For requirements relating to your specific event, contact the Newton Health Dept. Licensing Division 617-796-1420, or visit their website at [www.newtonma.gov/gov/health/licensing/ServingAlcohol?](http://www.newtonma.gov/gov/health/licensing/ServingAlcohol?) **If yes, please sign here as responsible party:**

### EVACUATION PLAN

**Please review the attached Evacuation Plan and confirm with your signature:**

1. The New Art Center authorizes the use of the above indicated studio(s), as well as the kitchen, bathrooms, and main lobby.
2. The use of tables and chairs within the room is included in the rental fee.
3. Renter is responsible for setup and breakdown of their event, and for leaving the room in found condition.
4. Smoking inside the New Art Center is strictly prohibited.
5. The New Art Center is not liable for the loss or theft of the renter's or guests' property while on the premises.
6. The New Art Center is not liable for any injuries sustained by the renter or renter's guests while on the premises.

Renter's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please make checks payable to "New Art Center". To pay by credit card, please call Dan at 617-964-3424. Thank you.**



## NEW ART CENTER EVACUATION PLAN

### Evacuation plan for the First Floor Gallery:

If the fire alarm goes off, or there is a need to evacuate the building immediately, please follow the guidelines below:

1. Children should stay with their teacher when leaving the building
2. Take coats only if it will not cause a delay
3. There are **three** exits from the Gallery;
  - a. out the Front Exit to Washington Park
  - b. out the Driveway/Ramp Exit to the Washington Park end of Driveway
  - c. out the back gallery door, into the hallway, down two sets of stairs, out into the driveway
4. Assess which is the safest route and leave quickly
5. Everyone should collect with their teachers in the small green area that runs up the center of Washington Park

### Evacuation plan for the First Floor Extra Large Visual Arts Studio ELVAS:

If the fire alarm goes off, or there is a need to evacuate the building immediately, please follow the guidelines below:

1. Children should stay with their teacher when leaving the building
2. Take coats only if it will not cause a delay
3. There are **two** exits from the Gallery;
  - a. out the Exit to Madison Ave side of parking lot
  - b. out the classroom entrance door, down one flight and right directly out to driveway
4. Assess which is the safest route and leave quickly
5. Everyone should collect with their teachers in the small green area that runs up the center of Washington Park

### Evacuation plan for the Basement Level Jean Mineo Studio:

If the fire alarm goes off, or there is a need to evacuate the building immediately, please follow the guidelines below:

1. Children should stay with their teacher when leaving the building
2. Take coats only if it will not cause a delay
3. There are **two** direct exits from the Jean Mineo studio:
  - a. fire exit door in back of classroom directly outside to back of building
  - b. out the classroom entrance door, take an immediate left out marked exit to outside to the driveway side of building
4. Assess which is the safest route and leave quickly
5. Everyone should collect with their teachers in the small green area that runs up the center of Washington Park



### **Evacuation plan for the Basement Level Young Artist Studio:**

If the fire alarm goes off, or there is a need to evacuate the building immediately, please follow the guidelines below:

1. Children should stay with their teacher when leaving the building
2. Take coats only if it will not cause a delay
3. There are **two** exits from the Young Artist studio:
  - a. through the side door into the Jean Mineo Studio and out the fire exit door in back of Jean Mineo classroom directly outside to back of building
  - b. out the classroom entrance door, then straight out marked exit to outside.
4. Assess which is the safest route and leave quickly
5. Everyone should collect with their teachers in the small green area that runs up the center of Washington Park

### **Evacuation plan for Basement Level Ceramics Studios:**

If the fire alarm goes off, or there is a need to evacuate the building immediately, please follow the guidelines below:

1. Children should stay with their teacher when leaving the building
2. Take coats only if it will not cause a delay
3. There are **two** direct exits from the Ceramics studios:
  - a. up the stairs to the bulkhead to Madison Ave. side of building
  - b. or up the stairs and out of the Main Front Door into the driveway
4. Assess which is the safest route and leave quickly
5. Everyone should collect with their teachers in the small green area that runs up the center of Washington Park

### **Evacuation plan for the Second Floor Holzwasser Studio:**

If the fire alarm goes off, or there is a need to evacuate the building immediately, please follow the guidelines below:

1. Children should stay with their teacher when leaving the building
2. Take coats only if it will not cause a delay
3. There is **one** exit from the Gallery out the gallery door, down three sets of stairs, right out the driveway side door
4. Everyone should collect with their teachers in the small green area that runs up the center of Washington Park



## **Evacuation plan for the Third Floor Office:**

If the fire alarm goes off, or there is a need to evacuate the building immediately, please follow the guidelines below:

1. No children will be in classes in this office
2. There is **one** exit from the third floor office; go out the door down one flight of stairs, through the Holzwasser Gallery, down three flights of stairs take a right out the driveway side door.
3. Everyone should collect with their teachers in the small green area that runs up the center of Washington Park