Asian Arts Initiative Facilities/Event Use Policies:

Thank you for your interest in Asian Arts Initiative as a destination for your special event. Our goal is to provide a unique, pleasant and memorable experience for your event. In our Multi-Tenants Arts Facility in Chinatown North/Callowhill neighborhood, we have the ability to host a wide variety of events, including receptions, private events, business meetings, retreats, and performances.

Asian Arts Initiative is committed to making unique event spaces available for corporations, associations, art groups, non-profit organizations and the public. Asian Arts Initiative rental program supports the Asian Arts Initiative’s programming while providing the neighboring community with a public space for meetings and planned events.

We greatly appreciate your interest. If you would like to rent our space or discuss your event with us, please contact Melody Wong, Rentals Coordinator at 215-557-0455 or melody@asianartsinitiative.org

Rental Agreement with Asian Arts Initiative
Asian Arts Initiative (AAI) will enter into an agreement only with the actual sponsor of the event, herein referred to as "User", and will only enter into an agreement with an event planner in lieu of a user if the user submits a letter to Asian Arts Initiative’s Rental Coordinator authorizing said event planner to act on the user’s behalf.

Reservations
Reservation dates are not confirmed until the signed Facilities Use Agreement and deposit are received. If all event spaces are not reserved AAI retains the right to book concurrent events in the non-reserved spaces.

Logistic Plan Review
To insure a safe and successful event, Asian Arts Initiative must review and approve in advance all proposed logistical plans. Users must submit fourteen (14) days prior to the event:
- Event logistic plans
- A list of all sub-contracted vendors and suppliers with their contact information
- A floor plan indicating locations of all decor, tables, bars, musicians, floral arrangements, lighting, A/V equipment, displays, banners, signs, and/or other equipment.

AAI reserves the right to reject rental requests including but not limited to those that:
- Are deemed hazardous or otherwise problematic to the safe and proper use or management of the premises
- Could negatively affect AAI and its programs.
- Could disrupt or conflict with the primary use of the building as an Asian American community arts center.

Site Visit/ Pre Event Walk-through
A pre-event walk-through is required and must be scheduled no later than fourteen (14) days prior to the event and includes the User’s primary representative, the caterer, event planner(s), and other major subcontractors. All pre-event walk-throughs must be scheduled and conducted with the Rentals Coordinator, or Operations Manager.

Unannounced or unaccompanied vendors or individuals are not permitted to enter AAI or the event spaces. Site visits may only be conducted with a designated Asian Arts Initiative staff member and are subject to the space availability. Asian Arts Initiative recognizes the importance of viewing the site during the planning process. However, please try to keep these visits to a minimum by having all sub-contractors join in one visit, as opposed to several.

**Event Hours**

Day events are generally considered between 10:00am and 5:00pm and evening events between 6:00pm and 10:00pm. Events taking place outside of these hours are considered on a case-by-case basis. Access for set-up and break-down/clean-up may be scheduled outside of these hours through prior arrangement with the Rental Coordinator or Operation Director.

**Payment and Fees**

- Please refer to the Asian Arts Initiative Facility Use Fee Chart for rates
- A $200 refundable deposit, 50% of the rental fee and agreement contract signed by both parties are required to confirm a reservation. Users may find it most convenient to pay in full upon returning signed contract.
- The remaining balance of the facility use fee is due one (1) week prior to the event. Late payment will incur an additional 20% fee. Payment not received by the day of the event will result in cancellation of the event, forfeiture of the deposit, and the full facilities use fee will remain payable.
- Asian Arts Initiative only accepts checks.
- Additional fees will be charged for the following: set-up and break-down/clean-up performed by AAI staff, Audio/Visual (A/V) equipment, A/V technician(s), house management staff, additional hours, unusual event requirements, and storage.
- An additional fee of $200 will be incurred for a wedding as it requires more consultations and/or meetings compared to other types of event.
- If there is any damage to or loss of Asian Arts Initiative property, or additional necessary cleaning charges are incurred by AAI, the User is fully responsible and will be billed accordingly.

**Cancellations**

If an event is cancelled or altered with less than fourteen (14) days notice, 100% of the facility use fee will remain payable.

- Asian Arts Initiative reserves the right to cancel the event, if the facilities are, in the sole judgment of an authorized official of the Initiative, rendered unsuitable for the presentation of the event due to fire or other calamity, act of God, labor dispute, notice of violations by any city, county or other government agency, or any other occurrences beyond the control of the Initiative. In the event of such cancellations, User will not be liable for payment of fees for canceled programs, nor will AAI have any further liability obligations with regard to said
canceled programs. Should such action become necessary, Asian Arts Initiative will make good faith effort to provide suitable time(s) for re-scheduling.

- Asian Arts Initiative retains the right to cancel an event at any point if User fails to comply with Asian Arts Initiative’s established policies and procedures. Such cancellations shall result in the forfeiture of all fees paid and the event will not be rescheduled.

- Asian Arts Initiative retains the right to revoke permission to use its facilities when in its sole judgement; an event would conflict with Asian Arts Initiative’s utmost priorities. In such instances, as much notification as possible will be provided and all fees will be refunded.

- In the event of such cancellation, User will not be liable for payment of fees for canceled programs, nor will Asian Arts Initiative have any further liability obligations with regards to canceled program.

Overtime/Additional Staffing
Events that run over their scheduled time or required additional staffing will result in additional fees charged to the User in increments of one hour. If your event and/or break-down/clean-up extend beyond the contract time, you will be charged accordingly. All events must conclude by 10 p.m. Special consideration for extended hours must be requested and approved in advance.

Parking
Parking is not provided for guests or event staff. Two (2) hour street and metered parking is available. In addition, there is an EZ Park Parking Lot on 12th and Vines street, and another parking lot at 1037 Vine Street Parking.

Check-in
User must provide hosts/hostesses at the entrance to the special event to greet guests, collect invitations, etc. The Asian Arts Initiative event staff will not collect invitations or check off guests. The group’s host/hostess should arrive 45 minutes to an hour before the announced starting time of the event to prepare the check-in table. Doors will open to guests at time specified on final walk-through. Early arrivals may be accommodated by special arrangement.

Set-Up & Break Down/Clean Up
- Each space has a standard set-up. If a different set-up is required, the User may make changes with prearranged approval by the Rental Coordinator and/or Operations Director. The User is responsible for changes in the set-up and break-down/clean-up in Asian Arts Initiative and for proper handling and storage of all equipment items. For an additional fee, the User may prearrange to have the Asian Art Initiative staff set-up and/or break-down/clean-up.

Description of Facilities Available for Use
Asian Arts Initiative’s exhibit and gallery spaces provide a unique experience for your guests. The first floor includes our Gallery, Theater and Salon space. While our second floor features our multi-tenant arts facility, with diverse arts group sharing their space and energy.

- Gallery space: provides an ideal setting for large groups for up to 120 guests. This 1188 square foot room, is adjacent to the kitchen with refrigerator, electric stove/oven, microwave,
and sink. Our gallery features the most current exhibit of Asian Arts Initiative, providing a unique experience for private parties and meetings.

- **Theater space**- Our theater offers an 18’x46’ sprung, marley-coated floor, great for dance and theater performances, a large projection screen backdrop with projector, theatrical grid and lighting instruments and audio system. This 800 square feet space with a legal capacity of 115 people, this space is perfect for your performance, rehearsal, concert, private party, wonderful meeting space, for presentations and expo. Our theater space is also adjacent to our kitchen. With risers and 80 chairs, six 3ft round top tables, eight rectangular tables, this space can be transformed to meet your event’s needs.

- **Salon**- The salon space with its 1045 square feet of space, was once a salon, but now it’s primary used as our youth exhibit and youth workshop space. It is ideal for your next workshop or meeting, it is great for a private party for an intimate setting. 20 chairs and six rectangular tables are available.

- **Studio B**- this 900 square foot space, with wooden floors, and large windows with views of Center city. Offers a great space for company meetings, rehearsals, art exhibition space, private party, or dance space. Equipped with 20 chairs, four 3ft round tables, and one rectangular table, you can transform the space to meet your needs. Additional tables can be arranged upon request in advance.

- **Studio F**- With 225 square feet of space with a chalk wall, this is an intimate space great for meetings, ideal for brain storming, creative meetings.

**Capacity**
The number of guests must not exceed the established capacity of the area designated for the event.

**Publicizing Your Event**
Advertising or publicity of any nature including all printed material, tickets, press releases and advertising may not state or imply that Asian Arts Initiative is a sponsor, or is responsible for your activities during your event, unless approved in advance.

**Vendors & Suppliers**
Asian Arts Initiative must approve all vendors contracted for an event. Please submit a list of all vendors and their contact information to the Rental Coordinator for approval. User is responsible for ensuring that all persons subcontracted for an event review and comply with the policies and procedures described in the contract. User must submit a production timeline listing all subcontracted vendors and suppliers (i.e. caterers, florists, musicians, rental companies, etc.) involved in the event and their arrival times to the Rental Coordinator.

**Photography**
If photography, press, or other media coverage of the event (either prior to, during or after) is desired, User must inform AAI of these plans before Facilities Use Agreement is signed.

Depending on exhibitions currently on view, photography may be allowed in galleries:
**Electrical**
- All house power must be turned on and off by AAI staff only.
- User must submit all power and electrical requirements for review and approval
- All cords must be properly managed and made safe for event guests. cords running along floors must be taped flat their entire length.
- User must provide an extra generator if Asian Arts Initiative’s power capacity is determined to be insufficient.

**A/V Equipment**
- A/V equipment is available for use at an additional cost. Asian Arts Initiative can also provide A/V staff assistance for an additional charge. A/V staff assistance and equipment must be arranged in advance.
- If the User is planning a media presentation or use of A/V equipment, a test run should be scheduled prior to the event.
- Asian Arts Initiative is not a vendor of A/V equipment and does not provide technical planning for events beyond advising clients of the capabilities of the on-site equipment and supervising Users and User's subcontractors.

**Décor**
All items and outside equipment brought into the building must be pre-approved. Decor must not endanger or interfere with the present exhibit. Any decorations or alterations to any area of the building must be pre-approved. This includes decorations, fixtures, furniture, displays and any other related items. All decor must be limited to designated spaces, except for check-in desks and directional signs. The User must remove all equipment and decor supplied from an outside source form the designated event areas after the event unless special arrangements have been made with the Rental Coordinator. Asian Arts Initiative is not responsible for items remaining on the premise.
- Flowers and plants must come from a florist and are certified pest free.
- Nails and staples may not be used on walls or floors. The use of tape is restricted to certain spaces, and must be a non-permanent product.
- Confetti is not permitted anywhere.
- Balloons must be tied down.
- User is responsible for decor removal
- All decor must comply with local fire department regulations
- Candles are not permitted.

**Deliveries and Pick Up**
- Loading and unloading must be completed during the agreed-upon times
- All deliveries and pick up must be arranged to take place on event date and must be scheduled with either the Rental Coordinator or the Operations Manager.
- User or User’s sub-contractors must be on site to receive and move all such deliveries into the designated events spaces.
- All times for deliveries and pick-ups, as well as the vendor responsible, must be listed on the vendor list. This list must be provided to the Rental Coordinator no later than fourteen (14) days prior to the event.
- All rental equipment (tables, chairs, etc) must be stacked neatly in a previously designated space.
- Beverage deliveries: Clients who are providing their own alcohol/beverages may deliver these items at the designated set up time. Upon pre-arrangement, your caterer can bring the beverage on your behalf.
- Asian Arts Initiative cannot store items in advance.
- Asian Arts Initiative is not able to sign for or accept any mailed packages on your behalf. Packages mailed directly to Asian Arts Initiative will be returned to sender.

Catering:
Catered events must adhere to these requirements:
- Cooking of food in any other space than the kitchen is not allowed. Due to ventilation, frying in the kitchen is limited to 15 minutes.
- Caterers must provide a fire extinguisher at each food warming station.
- Tableware, pots, pans, dishes and utensils are not provided by Asian Arts Initiative.
- Caterers are responsible for clean-up of the kitchen and serving area. They must remove all food and equipment and move waste and recycling to a pre-designated area.
- Complete clean-up of all-areas and equipment is required.

Alcohol
- Alcohol may be brought onto the premises, but may not be sold.
- If clients would like to sell alcohol you can either apply for a Special Occasions Permit for non-profits, or Catering permit, your caterer can assist you with the permit process.
- The User assumes all liability for any incidents resulting from the serving of alcohol.
- Anyone drinking alcoholic beverages must be able to show a valid ID. Asian Arts Initiative does not allow the service of alcohol to anyone under the age of 21. We reserve the right to discontinue alcohol service or end the event with no refund if the following occurs:
  - If a minor, under the age of 21, is found drinking
  - We find someone providing alcohol to a minor
  - We find someone providing alcohol to someone who was refused bar service
  - If the safety of guests, our staff and/or facility is in question

Preserving the Gallery Environment:
- Exhibition lighting, and the placement of art objects are all established according to our exhibit specifications. These elements are fixed and cannot be changed. Events must function within all restrictions necessitated by the presence of art.
- Smoking, open flames and incense are strictly prohibited anywhere within the Initiative.