



Prospectus for Workshop Space/Meeting Room Rental

The Arizona Art Alliance is operating a fine art Gallery and Gift Shop at the Pavilions at Talking Stick, located at 9011 E. Indian Bend Road, Scottsdale, AZ, 85250. It is fully staffed by Arizona Art Alliance volunteers. Workshop/meeting space is available for rent by art instructors, teachers and art organizations. The space shall only be used for art-related purposes.

Workshop Space/Meeting Room Sizes: 3 spaces are available for rental.

A: This workshop space can comfortably accommodate 20-30 students.

B: This meeting space can comfortably accommodate 8-10 people in an office setting, no art materials.

C: This workshop space has a sink, and can accommodate approximately 8 –10 students.

Rates: For Workshop spaces A and C, you have your choice of 2 payment amounts.

FLAT RATE: \$50.00 per 1/2 day (10am-1pm) or (1-5 pm), or \$100 full day (10-5)

We can accommodate earlier mornings, later evenings, more flexible hours.

...*or*....

PERCENTAGE: you may pay us 15% of your class fees for the day.

Space B, the Conference Room rental is \$25.00 per 1/2 day (4 hour period), or \$50 for a full day. (percentage not applicable here).

Signed Prospectus must be received before your workshop/meeting begins. Please mail, or bring, Prospectus to the gallery *before* your workshop begins. If you have signed one previously, you do not need to sign another.

Payment of Fees:

Reservations are on a “First Come, First Serve” basis. (Please be considerate of others and commit to your reservations.) **You may pay rent any time before or on your workshop / meeting day.** For your convenience, there is a PayPal link on our website, www.AzArtAlliance.com . Checks or Money Orders may be mailed to our Tatum business address (allow for delivery time), or brought to the gallery. We also accept cash at the gallery.

Access to Building-Keys: An Arizona Art Alliance Board Member or the Gallery Manager will be responsible for admitting the renter into the building up to 15 minutes prior to the start of the workshop/meeting event scheduled unless the Instructor has been provided the lock box code. Students/meeting participants will NOT be allowed into the building/rental area until the Instructor or Meeting Facilitator has arrived. Renters of the space are responsible for communicating this information to their students/program participants.

Cleanliness: All classrooms are to be left in a clean working condition. Floors, tables, and any other areas used by students must be free of all debris and supplies.

Hold Harmless: The Arizona Art Alliance will make every reasonable effort to create a safe and enjoyable environment for users of the space at the Scottsdale Pavilions. As a sub-renter of space at the Scottsdale Pavilions, I hereby agree to relieve the Arizona Art Alliance, their participating artists, member art organizations, volunteers, De Rito Pavilions 140, LLC and their workers from any and all liability to myself, my students/program participants, artwork in progress or finished and property existing at this location or brought to the location. None of these parties will assume any responsibility or liability for loss or damage of any kind.

Signature _____ Date _____

Payment of Rental Space

Percentage, or Flat Rate (circle one)

Payment Amount _____

Ck#, CC, Paypal, Cash (circle one)

Payment Date _____

Pymt received by: Alliance initials: _____

Signed Prospectus received by: Alliance initials: _____
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Our mailing address:

Az Art Alliance, 9079 E. Indian Bend Road, Scottsdale, AZ, 85250