



Rental Packet



ARTx3 CAMPUS

The Arts & Science Center for Southeast Arkansas
The ARTSpace on Main and ART WORKS on Main

PINE BLUFF, ARKANSAS

2025NOVEMBER3



Thank you for choosing the ARTx3 Campus for your event. We are honored to be part of your special occasion and excited to help bring your vision to life.

Whether you're hosting a celebration, meeting, performance, or workshop, our spaces are designed to be as flexible and inspiring as the moments that happen within them. With unique venues across our three locations—The Arts & Science Center for Southeast Arkansas, The ARTSpace on Main, and ART WORKS on Main—ARTx3 offers the perfect backdrop for a wide range of events.



Inside this packet, you'll find everything you need to plan your rental, including venue descriptions, pricing, available services, and important policies to ensure your experience is seamless from start to finish. Our team is here to support you every step of the way.

We look forward to working with you and making your event a memorable success!

Sincerely,

The ARTx3 Campus Team

Arts & Science Center for Southeast Arkansas

The ARTSpace on Main · ART WORKS on Main

ARTx3.org / 870-536-3375



Rental Guidelines

Thank you for your interest in hosting your event at the ARTx3 Campus, home to The Arts & Science Center for Southeast Arkansas, The ARTSpace on Main, and ART WORKS on Main. We invite you to review the following information to ensure your event aligns with our guidelines and expectations.

GENERAL USE & CONDUCT

- Lessee is responsible for any damages caused by themselves, guests, or vendors. (See Terms and Conditions)
- Treat all facilities and grounds with care.
- Landscaping must remain undisturbed. Parking on the grass or other non-designated areas is prohibited.
- Smoking is prohibited indoors and only allowed at least 10 feet from entrances, per city ordinance.
- Grilling is allowed only outdoors in designated areas. (See Terms and Conditions)
- Galleries, exhibits, and artwork must not be moved or altered. No adhesives, nails, or staples on walls or ceilings.
- Fire exits, aisles, stairways, and ventilation must remain clear at all times. Notify ARTx3 immediately of any changes to event plans.
- Lessee must comply with all applicable laws and ordinances.
- Photography and video recording are permitted during events; we kindly ask you to tag ARTx3 in any public posts.
- Any paint or art supplies used by Lessee must be water soluble and/or washable.

PROHIBITED ITEMS AND ACTIVITIES

- Illegal substances, fireworks, pets (except service animals), weapons, and open flames (unless expressly approved) are prohibited on ARTx3 premises.
- Any behavior or items that pose safety risks or could damage property are strictly forbidden.

FOOD & BEVERAGE

- Lessee may bring their own food or hire a caterer.
- ARTx3 does not provide food service supplies such as dishes, utensils, or glassware.
- Alcohol may be served but not sold. If alcohol is served, security personnel must be present on-site. (See Terms and Conditions)
- Deliveries related to food or beverage must be pre-approved and scheduled; deliveries requiring payment on arrival are not accepted.
- Lessee is responsible for removing all food, beverage, and related waste after the event to avoid additional cleaning charges. (See Terms and Conditions)

EQUIPMENT, ENTERTAINMENT, AND SETUP

- Only approved ARTx3 staff may operate sound and lighting equipment in the theater spaces. Staff will determine and schedule the necessary technicians. (See Terms and Conditions)
- Small musical groups are welcome but must provide their own sound equipment (amps, microphones, etc.) unless performing in the Bellamy Theater, which is equipped with ARTx3's sound system.
- Outdoor amplified music is permitted only in the Art Yard, must be at respectful volume, and end by 10 p.m.
- Lessee is responsible for all setup and breakdown unless staff assistance is prearranged. Unplanned staff involvement will incur additional charges. (See Terms and Conditions)

SAFETY, INTERRUPTIONS, AND COMPLIANCE

- ARTx3 reserves the right to interrupt or terminate events if safety, facility rules, or local ordinances are violated. Fees may be prorated or adjusted accordingly.
- Lessees must comply with all fire codes, safety regulations, and instructions from ARTx3 staff or emergency personnel.
- ARTx3 reserves the right to deny future rental privileges or refuse access if policies are repeatedly violated or if events pose ongoing safety risks.
- Lessee is responsible for supervising all guests and ensuring appropriate conduct throughout the event.
- ARTx3 staff will provide emergency procedures, including exits and contacts, during event setup or orientation.

MARKETING & PUBLICITY

- Lessee is responsible for all promotional materials.
- ARTx3's name and address may only be used to indicate the event location and not imply sponsorship or endorsement.
- Liability, indemnification, and other legal obligations are detailed in the Terms and Conditions.
- Lessee affirms that all application and contract information is accurate; falsification may result in cancellation and forfeiture of fees.

THE ARTS & SCIENCE CENTER FOR SOUTHEAST ARKANSAS

CATHERINE M. BELLAMY THEATER

Members: \$150/hr | **Non-Members: \$180/hr**

- Seating: 232
- Stage: 45'x34'
- Backstage (Stage Left): 14'x36'
- Backstage (Stage Right): 8'x36'



DRESSING ROOM

Members: \$50/hr | **Non-Members: \$60/hr**

- Large space (can divide into 2)
- Full-length & lighted mirrors

INSTRUCTIONAL STUDIO

Members: \$50/hr | **Non-Members: \$60/hr**

- Access to 2 large stainless steel sinks
- Access to tables & chairs



CREATIVE CONSTRUCTION ZONE

Members: \$100/hr | **Non-Members: \$120/hr**

- Includes 4 Tables & 12 Chairs
- Includes Kitchen Access to:
 - 2 Ovens
 - 5 Burner Stove
 - Microwave
 - Dishwasher
 - Refrigerator

Max Capacity: 50

OUTDOOR PATIO

Members: \$80/hr | **Non-Members: \$95/hr**

- Picnic Tables
- Sun Shades

Max Capacity: 75



THE ARTSPACE & ART WORKS ON MAIN



KLINE FAMILY FOUNDATION GALLERY

Members: \$200/hr | Non-Members: \$225/hr

- Includes 5 Tables and 20 Chairs
- Includes Kitchenette access to refrigerator, ice machine & sink

MAX CAPACITY: 150

LOFT GALLERY

Members: \$225/hr | Non-Members: \$250/hr

- Includes 5 Tables and 20 Chairs
- Includes Kitchenette access to refrigerator & sink

MAX CAPACITY: 150



WINDGATE GALLERY

Members: \$50/hr | Non-Members: \$60/hr

- Included with rentals only as an entrance point (no décor or sign-in).
- Must be rented to decorate or set up for an event.
- Nothing may be removed from the space.

ADAM B. ROBINSON, JR. BLACK BOX THEATER

Members: \$100/hr | Non-Members: \$120/hr

- Tables & chairs not included

MAX CAPACITY: 70



BLACK BOX LOBBY

Members: \$80/hr | Non-Members: \$95/hr

- Cocktail Table Seating for 18
- Access to beverage refrigerator & ice machine

MAX CAPACITY: 70

ART YARD

Members: \$100/hr | Non-Members: \$120/hr

- Fenced-in concrete area
- Access to electrical outlets
- String lights for evening ambiance



ART ALLEY

Members: \$30/hr | Non-Members: \$40/hr

- Access to electrical outlets
- String lights for evening ambiance

MAX CAPACITY: 75

Rental Agreement

This Rental Agreement is entered into on ____ day of _____ 2025 between **The ARTx3 Campus**, hereinafter referred to as “**Lessor**”, and the “**Lessee**” listed below.

Lessee's Name _____

Company (If Applicable) _____

Address _____
Street Number & Name City State Zip

Phone _____ **Email** _____

Event Date _____ **Event Time** _____ to _____

Set-Up _____ to _____ **Clean-Up** _____ to _____

Total Time Reserved _____

Customize Your Rental

Now that the basic agreement is in place, it's time to finalize the specific elements that will help us prepare your space and support your event. **The following sections allow you to customize your rental experience—choosing exactly what you need so everything is ready to go when you arrive.**

Please select the options that best suit your needs from the following sections:

- **Venue Selection** – Your primary rental space
- **Event Needs** – Items such as tables, chairs, microphones, or speakers
- **Additional Services** – Includes general staff assistance if needed, and specialty technical assistance for the Bellamy Theater and Robinson Black Box Theater, and additional time for set-up and break-down,

Venue Selection

- | | | | | |
|---|--|---|--|--|
| ☐ ART Alley
ART WORKS
Members: \$30/hr
Non-Members: \$40/hr | ☐ ART Yard
ARTSpace
Members: \$100/hr
Non-Members: \$120/hr | ☐ Bellamy Theater
ASC
Member: \$150/hr
Non-Member: \$180/hr | ☐ Black Box Theater
ART WORKS
Member: \$100/hr
Non-Member: \$120/hr | ☐ Black Box Lobby
ASC
Members: \$80/hr
Non-Members: \$95/hr |
| ☐ Creative Const. Zone
ASC
Member: \$100/hr
Non-Member: \$120/hr | ☐ Dressing/Green Room
ART WORKS
Members: \$50/hr
Non-Members: \$60/hr | ☐ Dressing Room
ASC
Members: \$50/hr
Non-Members: \$60/hr | ☐ Inst. Studio
ASC
Members: \$50/hr
Non-Members: \$60/hr | |
| ☐ Windgate Gallery
ARTSpace
Member: \$50/hr
Non-Member: \$60/hr | ☐ Kline Gallery
ARTSpace
Member: \$200/hr
Non-Member: \$225/hr | ☐ Loft Gallery
ARTSpace
Member: \$ 225/hr
Non-Member: \$250/hr | ☐ Outdoor Patio
ASC
Members: \$80/hr
Non-Members: \$95/hr | |

Event Needs

- | | | |
|--|--|--|
| ☐ Rectangle Tables - \$6
Available: 15 5 Incl. w/ rental
Qty Needed: _____ | ☐ Projector & Screen - \$60
Available: 2
Qty Needed: _____ | ☐ Round Tablecloths - \$8
Available: 6
Qty Needed: _____ |
| ☐ 60" Round Tables - \$6
Available: 6
Qty Needed: _____ | ☐ Handheld Microphones: \$20
Available: 8
Qty Needed: _____ | ☐ Rectangle Tablecloths - \$8
Available: 15
Qty Needed: _____ |
| ☐ Pub Tables & Stools - \$12
Available: 10 Tables 30 Stools
Free w/ Black Box Lobby rental Only
Qty Needed: _____ | ☐ Bluetooth Speaker - \$30
Available: 2
Qty Needed: _____ | ☐ Grand Piano - \$400
Available: Bellamy Theater Only
\$250 Tuning Fee |
| ☐ Chairs - \$3
Available: 80 20 Incl. w/ rental
Qty Needed: _____ | ☐ Podium - \$40
Available: 2
Qty Needed: _____ | ☐ Keyboard & Bench - \$200
Available: 1 |
| | ☐ Bar - \$60
Available: 2
Qty Needed: _____ | ☐ Spotlight - \$25
Available: 3 (Bellamy Theater Only)
Qty Needed: _____ |

Additional Services

- | | |
|--|---|
| ☐ Staff/Crew Assistance - \$25/hr
• Available: Based on schedule
Hours Requested: _____ | ☐ Sound Design & Operation - \$25/hr
• Theaters only
• Available: By request
Requested: Yes ☐ No ☐ |
| ☐ Lighting Design & Operation - \$25/hr
• Theaters only
• Available: By request
Requested: Yes ☐ No ☐ | ☐ Stage Curtains (Fixed position only) - \$40
• Bellamy Theater only
• Available: By request
Requested: Yes ☐ No ☐ |

NOTE

The services and equipment listed above are available to support the success of your event. To ensure the proper use of our facilities and a smooth rental experience, please review the **ARTx3 CAMPUS RENTAL AGREEMENT TERMS & CONDITIONS** on the following page. These policies apply to all rentals and help protect both your event and our spaces.

TERMS & CONDITIONS

Please read each section carefully and place your initials on the line provided to confirm your understanding and agreement.

RENTED SPACE

Initial

Lessee may use only the specified space(s) and included items. Unauthorized use of additional areas or items will result in extra charges and may cause event cancellation.

USE OF SPACE

Initial

Spaces must be returned in original condition with all trash, decorations, and personal items removed. Failure to comply will result in repair or cleaning charges.

RENTAL PERIOD AND EVENT END TIME

Initial

The rental period includes setup, the event, and breakdown. Lessee agrees to arrive no earlier and vacate no later than the times in the Agreement. Use outside approved times will result in additional charges per ARTx3's rates.

SETUP, BREAKDOWN, AND STAFF ASSISTANCE

Initial

Lessee is responsible for setup and breakdown. ARTx3 staff assist only if prearranged. Staff involvement due to Lessee error, lack of preparation, or unplanned support will result in charges invoiced at ARTx3's staff assistance rate.

CHARGES, BILLING, AND UNAUTHORIZED USE

Initial

Use of unlisted spaces, equipment, or services will result in invoicing at standard rates. Continued unauthorized use will result in event termination and possible future rental denial. Overages including damages, overtime, or extra staffing will result in invoicing. Payment is due on receipt; nonpayment may result in denial of future rentals and legal action.

AMENDMENTS

Initial

All changes must be in writing and signed by both parties. Verbal agreements are invalid.

LIABILITY AND INDEMNIFICATION

Initial

ARTx3 is not liable for delays, cancellations, or disruptions beyond its control, including severe weather, power outages, or pandemics. Reasonable efforts will be made to reschedule, but refunds are not guaranteed.

Lessee agrees to indemnify and hold harmless ARTx3, its staff, board, and affiliates from claims or damages arising from the event. ARTx3 is not responsible for accidents, injuries, theft, or loss during the rental. Lessee assumes full responsibility for attendee safety and conduct.

CLEANING

Initial

Standard cleaning fee of \$125 is included for all rentals. Damage or excessive cleanup will result in additional charges.

SECURITY

Initial

A \$200 security fee applies to all rentals taking place after 5:00 PM.

RENTAL FEE

Initial

The total fee of \$_____ covers reserved space(s), standard staffing, cleaning, security (if required), and approved equipment or amenities per the Agreement. Additional items or services require prior approval and will be invoiced separately.

FULL PAYMENT

Initial

Balance is due by _____. Late payment will result in cancellation and loss of deposit. Access is denied until full payment is received. Unauthorized use without full payment will result in billing for full usage plus penalties.

DEPOSIT

Initial

A nonrefundable deposit of \$_____ (25% of the total fee) is due at signing. **The reservation is not confirmed until the deposit is received.** Failure to pay the deposit will result in loss of the reservation.

RENTAL ORDER SUMMARY

STAFF USE ONLY

Date: ____/____/____

Start Time: _____

End Time: _____

VENUE RESERVATION

Venue: _____ Rate: _____ Hrs Rsrvd: _____

Venue: _____ Rate: _____ Hrs Rsrvd: _____

Venue: _____ Rate: _____ Hrs Rsrvd: _____

Venue: _____ Rate: _____ Hrs Rsrvd: _____

Total for Venue: _____

EVENT NEEDS

Item: _____ Qty: _____ Total: \$ _____

Item: _____ Qty: _____ Total: \$ _____

Item: _____ Qty: _____ Total: \$ _____

Item: _____ Qty: _____ Total: \$ _____

Item: _____ Qty: _____ Total: \$ _____

Item: _____ Qty: _____ Total: \$ _____

Total for Event Needs: \$ _____

ADDITIONAL SERVICES

Svcs: _____ Hrs: _____ Total: \$ _____

Svcs: _____ Hrs: _____ Total: \$ _____

Svcs: _____ Hrs: _____ Total: \$ _____

Svcs: _____ Hrs: _____ Total: \$ _____

Total for Add'l Services: \$ _____

ORDER SUMMARY

Cleaning Fee: \$125

Security Fee *(events after 5 PM or if alcohol is served):* \$200

Other Required Fees: \$ _____

Discount: \$ _____

TOTAL RENTAL CHARGES: \$ _____

By signing below, the Lessor and Lessee confirm they have read, understood, and agreed to the terms of this Agreement. Any changes must be made in writing and signed by both parties to be valid.

 Lessee Signature

 Date

 ARTx3 Representative Signature

 Date

2025NOVEMBER3