Rental Packet

ART x 3 CAMPUS

The Arts & Science Center for Southeast Arkansas
The ARTSpace on Main • ART WORKS on Main
701 S. Main Street, Pine Bluff, AR 71601

ART x 3 CAMPUS
ENGAGE | EDUCATE | ENTERTAIN

2026May11

Welcome

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.

Avenue Pricing

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

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Venue Pricing

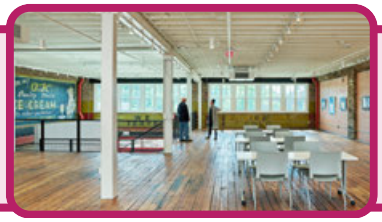
THE ARTSPACE & ART WORKS ON MAIN

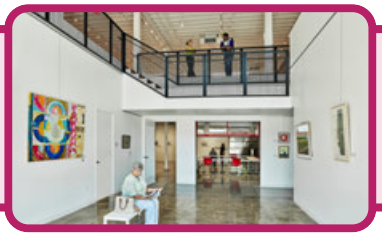
KLINE FAMILY FOUNDATION GALLERY
Members: $200/hr | Non-Members: $225/hr
- *Includes 5 Tables and 20 Chairs*
- *Includes Kitchenette access to refrigerator and sink (no ice machine)*

MAX CAPACITY: 150

LOFT GALLERY
Members: $225/hr | Non-Members: $250/hr
- *Includes 5 Tables and 20 Chairs*
- *Includes Kitchenette access to refrigerator and sink (no ice machine)*

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

MAX CAPACITY: 70

BLACK BOX LOBBY
Members: $80/hr | Non-Members: $95/hr
- *Cocktail Table Seating for 18*
- *Access to beverage refrigerator (no 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 _____ 2026 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**
  Available: 15
  Qty Needed: _____
- ☐ **60" Round Tables - $6**
  Available: 6
  Qty Needed: _____
- ☐ **Pub Tables & Stools - $12**
  Available: 10 Tables | 30 Stools
  Free w/ Black Box Lobby rental Only
  Qty Needed: _____
- ☐ **Chairs**
  Available: 80
  Qty Needed: _____
- ☐ **Projector & Screen - $60**
  Available: 2
  Qty Needed: _____
- ☐ **Handheld Microphones: $20**
  Available: 8
  Qty Needed: _____
- ☐ **Bluetooth Speaker - $30**
  Available: 2
  Qty Needed: _____
- ☐ **Podium - $40**
  Available: 2
  Qty Needed: _____
- ☐ **Bar - $60**
  Available: 2
  Qty Needed: _____
- ☐ **Round Tablecloths - $8**
  Available: 6
  Qty Needed: _____
- ☐ **Rectangle Tablecloths - $8**
  Available: 15
  Qty Needed: _____
- ☐ **Grand Piano - $400**
  Available: Bellamy Theater Only
  $250 Tuning Fee
- ☐ **Keyboard & Bench - $200**
  Available: 1
- ☐ **Spotlight - $25**
  Available: 3 (Bellamy Theater Only)
  Qty Needed: _____

Additional Services

- ☐ **Staff/Crew Assistance – $25/hr**
  - *Available: Based on schedule*

  Hours Requested: _____
- ☐ **Lighting Design & Operation – $25/hr**
  - Theaters only
  - Available: By request

  Requested: Yes ☐ No ☐
- ☐ **Sound Design & Operation – $25/hr**
  - Theaters only
  - Available: By request

  Requested: Yes ☐ No ☐
- ☐ **Stage Curtains (Fixed positon 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.

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TERMS & CONDITIONS

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

_____ Initial

RENTED SPACE
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.

_____ Initial

USE OF SPACE
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.

_____ Initial

RENTAL PERIOD AND EVENT END TIME
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.

_____ Initial

SETUP, BREAKDOWN, AND STAFF ASSISTANCE
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.

_____ Initial

CHARGES, BILLING, AND UNAUTHORIZED USE
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.

_____ Initial

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

_____ Initial

LIABILITY AND INDEMNIFICATION
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.

_____ Initial

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

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

_____ Initial

RENTAL FEE
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.

_____ Initial

DEPOSIT
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.

_____ Initial

REMAINING BALANCE & DUE DATE
Remaining Balance of $_____ 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.

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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: $_____

SUB-TOTAL: $ _____

Discount: $_____ Type: _____

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