



Art on 30th Gallery is available for special events and receptions by those who desire a unique setting for their special event. The Rental Agreement and Fees have been developed with careful consideration of the impact that such events will have on the gallery's facilities. Special events must be organized so that the works of art are not endangered in any way. The Gallery reserves the right to refuse rental for any events deemed inappropriate for the space or potentially damaging to the artwork.

Art on 30th Gallery provides space, utilities, and limited kitchen facilities. Staff will be on hand throughout the event to oversee the use of the space, to answer questions and to lock and unlock the gallery. Gallery rental occupancy is limited to 125 persons.

Sales of or inquiries about Gallery artwork during an event are welcomed.

FEES AND DEPOSITS

1. Rental Fees: A Reservation fee of 50% of the estimated rental fee is required to reserve the space, due upon execution of this Agreement. The Rental Agreement and Checklist must be completed and signed. The balance is due two weeks prior to the special event. Base rental fees are:

Less than 75 persons: \$100 per hour

51 – 75 persons: \$150 per hour

76 – 125 persons: \$200 per hour

Overtime: on hourly basis

Movement of Art: 20 \$/person-hr

Security/Damage Deposit: Less than 75 people \$500

More than 75 people \$1000

2. Security and Damage Deposit: In addition to the rental fee, Renter is required to provide credit card information to be held on file. This information is to cover a Security and Damage Deposit in the amount of \$500 (for 75 persons or less) or \$1000 (for more than 75 persons). The Security and Damage Deposit will be held to cover any damages, cleanup or additional fees that may result from use of the Gallery. Additional fees are the responsibility of the Renter if damages are of a higher cost than the total Security Deposit. The Security Deposit will be refunded if all conditions of this Agreement are met at the end of the rental period.

Any damage to artwork will be the responsibility of the renter and will be charged at the cost of the piece damaged or the cost of repairs at the discretion of the artist.

3. Payment Schedule: No event may begin without full payment of the Rental Fees and Security Deposit. If all fees are not paid as specified in this Agreement, Art on 30th Gallery may remove the event from its calendar without arranging for an alternative date and may retain the Reservation Fee as liquidated damages for the Renter's breach.

4. Agreement: The Rental Agreement and Checklist must be executed and the Reservation Fee and Security Deposit information collected two weeks prior to the event being placed on the Gallery's schedule/calendar. This meeting will include a walk through of the facilities with the Events Coordinator.

CHANGES OF DATE / CANCELLATION POLICY:

1. A change-of-date request by the Renter must be received by the Gallery at least six weeks in advance of the scheduled event. If the request for a change of date can be accommodated, fees and deposits paid will be applied to the new date.

2. Cancellation within two weeks of the event will result in a \$250 charge; however, all other fees will be refunded.

3. Art on 30th Gallery reserves the right to cancel special events due to unforeseen circumstances and force majeure; however, in such unlikely instance, the Renter's deposits and fees will be refunded in full.

SETUP AND TAKEDOWN

1. The Checklist will delineate setup details and planned placement of tables, chairs, podiums, freestanding decorations, equipment, etc.

2. Rental time includes setup and cleanup. Renter must plan for the vacating of all parties from the Gallery by 10 pm, including cleanup.

3. Renter is responsible for all setup including chairs, tables and other furniture or equipment. The Gallery owns a limited number of tables and chairs which may be used at no additional charge. The Gallery does not provide linens or table coverings.

4. Due to the Gallery's business hours, actual setup for a special event may not begin earlier than two hours prior to the start of the event.

5. All rental equipment, linens, etc. must be delivered during business hours no earlier than the weekday prior to the event. They must be picked up during business hours on the first weekday immediately following the event. Before or after those days, a charge of \$50 per day will be assessed for storage of items not belonging to the Gallery. Lost and found items will be stored for 30 days and then donated to a charitable organization.
6. Artwork may not be touched, moved or altered by the Renter. The Gallery will accommodate movement of a limited amount of art. Staff will do so prior to or during the event. The Gallery will charge 50\$/person-hr for the movement of art, but generally less than \$200.
7. Electrical cords must be taped to the floor for safety. Signage or décor outside of the gallery is permitted on the door only. The gallery reserves the right to post signage advising of a private function.
8. A portion of the front desk area may be used for the event. The front desk may not be used as a bar, and no liquids may be served or stored in that area. The Gallery credit card machine may be used for non-Gallery sales or transactions. Only staff can ring up sales. The Gallery will retain a 20% processing fee that will also cover any sales tax collected.
9. No candles, fires, pyrotechnics, smoke or bubble machines may be used.
10. Post-event cleanup is the responsibility of the Renter; failure to do so immediately following the event may result in reduction of the Security Deposit refund. Receptacles are provided in the Gallery for collection of trash and recyclables. Dumpsters for trash/recyclables are located outdoors at the rear entrance of the Gallery. The Gallery will provide cleaning equipment / supplies.

FOOD AND BEVERAGES:

1. All food preparation and service must be arranged and provided by the Renter.
2. No cooking of any kind is permitted inside or outside the Gallery. Propane, gas burners, hot plates or BBQ equipment are not permitted. Small sterno type devices are allowed.
3. If alcoholic beverages are served, Renter takes all responsibility for loss or damage as a result of their misuse and indemnifies Art on 30th Gallery against any and all claims of injury or damage as a result of such service. It is the responsibility of the Renter to not serve alcohol to minors or to allow an excess intake of alcohol by any attendee. Art on 30th Gallery reserves the

right to close a bar service should it be judged necessary to protect the facility, artwork or safety of visitors.

4. Alcohol cannot be sold, either directly or through a cover charge, without a proper permit, to be arranged and displayed by the Renter. Professional bartending services must be licensed with the California Department of Alcoholic Beverage Control and must provide proof of liability insurance upon request.

5. Smoking is not allowed in the Gallery.

7. Food and drink may be served only in the Gallery.

ENTERTAINMENT:

1. Performances and /or the placement of musicians, instruments or equipment may not endanger guests or artwork.

2. Musicians must set up inside the Gallery.

3. Volume must be adjusted upon request. All music must end at the time specified on the Agreement.

PARKING

1. Art on 30th has approximately 14 parking spaces in the lot behind the building. Renter's guests are invited to utilize these spaces if available. Street parking in the immediate vicinity is available.

2. Valet parking services may be hired at the discretion of the Renter, but the shared parking lot may not be blocked or reserved for valet.

3. Valet services must provide proof of liability insurance upon request, and Art on 30th Gallery must be indemnified from any related loss or damage.

OTHER

1. Renter agrees to abide by all local, state and federal laws while on the premises and to hold the Gallery harmless for any violations. Renter agrees to hold the Gallery and its owners harmless from and against all claims, damages, losses or injuries related to the rental.

2. Gallery rental occupancy is limited to 125 persons.

3. Renter is responsible for reimbursement of any and all damage to artwork or building premises during the rental period (unless damages are made by a member of the Art on 30th Gallery staff).

4. In the event of damage to the premises or the property of Art on 30th thereon during its use and occupancy by the Renter, the Renter agrees to pay the cost of repairing, restoring and or replacing same within ten days after being presented with an invoice if the security deposit is not sufficient to cover such cost.

RENTAL AGREEMENT

RENTER'S NAME: _____ DATE OF EVENT: _____
 RENTER'S ADDRESS: _____ PHONE: _____
 _____ ALT PHONE: _____
 EVENT DESCRIPTION: _____ EMAIL: _____
 SPECIAL NEEDS OR REQUESTS: _____

EVENT CHECKLIST: (actuals will be filled in the date of the event)

# OF ATTENDEES / ESTIMATED: _____	# OF ATTENDEES /ACTUAL: _____
EVENT START TIME/ ESTIMATED: _____	EVENT START TIME / ACTUAL: _____
EVENT END TIME / ESTIMATED: _____	EVENT END TIME / ACTUAL: _____
SET UP TIME / ESTIMATED: _____	SET UP TIME / ACTUAL: _____
CLEAN UP TIME / ESTIMATED: _____	CLEAN UP TIME / ACTUAL: _____
ART MOVEMENT / ESTIMATED: _____	ART MOVEMENT / ACTUAL: _____
_____	_____
_____	_____
ESTIMATED RENTAL TOTAL: _____	DAMAGES: _____
RESERVATION FEE (1/2 TOTAL): _____	_____
Paid date: _____	_____
Check _____ Card _____	_____
RENTAL BALANCE (1/2 FINAL): _____	OTHER: _____
Paid date: _____	_____
Check: _____ Card: _____	_____
SECURITY DEPOSIT TOTAL: _____	TOTAL CHARGES / ACTUAL: _____
Card type: _____	SECURITY DEPOSIT AMOUNT HELD: _____
Card #: _____	SECURITY DEPOSIT REFUNDED _____
Name on card: _____	Date of refund: _____ by gallery artist: _____
Exp date: _____ Sec code: _____	
Check # _____	

ACKNOWLEDGMENT:

I have read the policies of Art on 30th Gallery related to rental events and I agree to abide by these policies herewith.

I agree to defend (with attorneys acceptable to the Art on 30th Gallery), indemnify, protect and hold harmless Art on 30th and its officers, agents, representatives and owners, from and against any and all damage, loss claim, liability and expense, including but not limited to actual attorneys' fees and legal costs, incurred directly or indirectly by reason of the use of occupancy of the Gallery, the act or omissions of me/us, our agents, employees, licensees or invitees, or any claim, demands, damage, suit or judgment brought by or on behalf of any person or persons for damage, loss or expense due to, but not limited to bodily injury or property damage sustained by such person or persons which arise out of, are occasioned by, or are in any way attributable to me/us, our agents, employees, licensees, or invitees or our use of the Gallery.

RENTER'S SIGNATURE: _____ DATE: _____
 GALLERY EVENT COORDINATOR: _____ DATE: _____

