

## GALLERY RENTAL CONTRACT

MAIN CONTACT PERSON \_\_\_\_\_

Today's Date \_\_\_\_\_

Address \_\_\_\_\_

Contact Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Event Date \_\_\_\_\_

Event Time (including set up + clean up) \_\_\_\_\_

Type of Event \_\_\_\_\_

Approx. # of guests \_\_\_\_\_

**\*\*\*FOR RENTAL REQUESTS ON  
 SUNDAYS OR OUTSIDE OF  
 REGULAR BUSINESS HOURS  
 STAFF AVAILABILITY  
 CONFIRMATION IS REQUIRED  
 BEFORE FINAL BOOKING**

### FEE CALCULATION

ITEM	RATE	TOTAL
Gallery Rental ( <b>Non-Profit</b> )	\$75 / hour	\$ _____
Gallery Rental ( <b>Private</b> )	\$100 / hour	\$ _____
Bartender Services	\$25 / hour	\$ _____
Projector & Screen	\$20 flat	\$ _____
Black Tablecloths	\$30 flat	\$ _____
<b>TOTAL</b>		<b>\$ _____</b>

**\*\*I declare that I have read this contract form thoroughly and I understand and agree to the above payment terms and the attached terms and conditions**

\_\_\_\_\_  
Renter's Signature

\_\_\_\_\_  
ACB Staff Signature

**FOR STAFF USE ONLY** Please fill out and detach along with check or cash \$75 secured deposit.

Rental Party Name \_\_\_\_\_ Date of Event \_\_\_\_\_

Phone # \_\_\_\_\_ Address \_\_\_\_\_

Deposit Amount \_\_\_\_\_ Form of Payment \_\_\_\_\_

Date to be returned pending no damages/cleaning issues \_\_\_\_\_

Requested mailed? Y / N

## **RENTAL FEE AND PAYMENT**

- The gallery rental fee is \$75 per hour between the hours of 9am and 9pm.
- A \$75 deposit is required to reserve the space and lock it in our calendar, and must be paid separately via cash or check.
- This security deposit will be returned to the renter within 7 days of the event, pending no damages or cleaning issues.
- Please note that the \$75 deposit will be forfeited for cancellations made after two weeks prior to the event date.

## **INCLUDED IN THE RENTAL FEE**

- General room lighting, heating, and A/C
- Attendant on duty throughout the entire event
- Catering kitchen with refrigerator, freezer, counter space, garbage facilities, and a commercial-grade sink
- 15 round tables, chairs, as well as additional 6-foot rectangular tables upon request
- Use of bar top

## **AVAILABLE ADD-ONS FOR EXTRA FEE**

- Bartender services (\$20 per hour)
- Projector and screen (\$25 additional fee)
- Use of black linen tablecloths (\$25 additional fee)

## **RESPONSIBILITIES OF THE RENTER**

- Food and beverage services: Note that the sale of alcoholic beverages is not permitted unless offered through the Gallery Lounge. A bar attendant is required and is an additional fee. Alcohol provided by the renter may be served but not sold and does not require a staff bar attendant.
- Payment for any damages to The Art Center of Burlington building, equipment, property, or to artwork owned by exhibiting artists.

## **DECORATIONS**

- Decorations other than those that can be put on tables (flowers, balloons, etc.) must be freestanding or may be put on a freestanding easel and must have prior approval by the Art Center of Burlington.

## **PROHIBITED DECORATIONS** THE FOLLOWING DECORATIONS ARE NOT ALLOWED:

- Use of candles, incense, or any open flame.
- Affixing decorations to walls, ceilings, and/or floors without prior approval.
- Use of self-adhesive decorations (decals, signs, etc.).
- Use of nails, staples, tacks, and/or similar materials.
- Use of glitter, confetti, and/or similar materials.
- Use of helium balloons except those attached to displays or weighted displays.
- Use of decorative material not consistent with fire standards (flameproof).
- Use of smoke machines and/or pyrotechnic equipment.

## **ARTWORK**

- Artwork on exhibit in the gallery at the time of your event is the property of the artist(s) and is being exhibited under contract with the Art Center of Burlington. As a result, you and your guests may not touch, remove, reposition and/or relocate artwork, or reposition exhibit lighting in any way.

## MISCELLANEOUS

- Smoking and/or other use of tobacco products of any kind is prohibited in all areas of our building.
- If you are serving wine and/or beer at your event and your guests are paying for their own drinks, you must add on our bartending fee, and a staff bartender must be present to serve at the cash bar.
- If you are providing beer and/or wine at no charge to your guests, you are allowed to bring in your own beverages, thus not requiring the add-on bartending fee.
- You may not sublease this contract to another renter without prior written permission from The Art Center of Burlington.
- The attendant assigned by The Art Center of Burlington to your event is available to assist you with any problems and answer any questions to ensure your event is a success.
- Children must be accompanied by an adult at all times and are prohibited from unsupervised playing in any area of the building, including staircases and hallways.
- Animals and/or pets are not allowed in the building unless they serve as service animals for guests attending the event.
- All games or other activities need to be approved by the executive director before your event. To prevent any damage to gallery artwork, some activities will not be permitted in the gallery.
- If your event is scheduled during business hours, please realize the public will still be allowed access to view the artwork on display. If more privacy is required, you may want to consider holding your event off hours.

## STANDARD TERMS AND CONDITIONS

- By signing this contract, you agree to abide by its standard terms and conditions. The Art Center of Burlington reserves the right to amend, modify, delete, and supplement the standard terms and conditions in a manner that The Art Center of Burlington deems reasonably necessary for the safe, orderly, proper, and efficient operation of the facilities. The Art Center of Burlington agrees to give reasonable notice in writing to you if they decide to revise the standard terms and conditions, and these revisions shall be binding to you as of their effective date as if they were incorporated into the original standard terms and conditions. The Art Center of Burlington, its board of directors, employees, and volunteers engaged in operating and maintaining the Art Center facilities shall have access to these facilities at all times. You also agree to indemnify, defend against, and hold harmless from any claims, suits, damages, actions, liabilities, costs, and expenses, including your reasonable costs of investigations and attorney fees, growing out of injury or death of any persons or damage to property, including your property, related in any way to your event, The Art Center of Burlington facilities, and/or the building at 301 Jefferson St. Burlington, Iowa.