



## **Facility Rental Information & Agreement**

### **Overview**

Greenwich House Gallery can host groups of approximately 200 for stand-up events and up to 100 for seated occasions. The gallery provides (40) lightweight plastic chairs, (4) high-top tables, (7) six foot folding tables and (1) three foot folding table for your convenience. Additional tables and chairs may be brought in by renter. The gallery space is non-smoking only. Two large parking lots and ample street parking are also available for use.

Catering and professional bartending are permitted. Local laws prohibit the sale of alcohol to persons of age unless by a licensed vendor. Underage drinking is prohibited.

The gallery is open to the public Monday through Saturday 11:00am -5:00pm. If renting during business hours, the gallery will remain open unless renter provides one month advanced notice and a fee of \$295.00 (subject to approval). All events and associated clean up must be completed by 11:00pm and all persons must be off gallery properties at this time. Events continuing past 11:00pm without prior approval will result in an additional charge of \$500.00 per hour.

### **Rental Fees & Policies**

The base rental fee is \$150.00 per hour, charged on the whole hour. Setup and cleanup times must also be calculated into agreed upon rental times. Special pricing and fee waivers may apply for non-profits and fundraisers; inquire for details. A \$50.00 cleaning fee will be added to the total event rental cost.

Event dates may be held up to one week after prospective renter tours the facility as a courtesy. At the end of this period, the approved rental contract and 50% of the total rental costs will be due to formally book the space. The remaining balance is due (30) days prior to the event date.

Payment is accepted via credit card or checks made payable to Greenwich House Gallery. A \$30.00 fee will be charged for any returned check. A credit card number is required to keep on file in case of damages or excessive cleaning needs (see below).

Cancellations over 30 days prior to the event will result in a refund of all fees paid less a \$50.00 processing fee. Within 30 days, renter will forfeit 50% of the total rental charge.

### **Responsibility & Accountability**

The premises must be left in the condition in which it was found prior to the start of the rental period. All food, beverages, trash and decorations must be removed from the space at the conclusion of the rental period. Failure to adhere to these policies will result in utilization of a professional cleaning service at the renter's expense. A one-day grace period before and after the event is allowed for pickup of tables and/or chairs that have been rented from a private company.

The conduct of all event participants and spectators during the event rental period will be the responsibility of the renter. The renter assumes all responsibility for injury to person(s) and damage or theft to property or artwork on gallery properties. Any aforementioned damages will result in additional charges to the credit card on file, if necessary. Any such additional charges will be accompanied by proper documentation. Gallery attendants reserve the right to terminate an event, evict guests and call security if deemed necessary.

Renters shall release, indemnify, keep and save harmless Greenwich House Gallery and its agents, officers, employees, or members from any and all responsibility or liability for any and all damages or injury of any kind or nature whatever (including death) to all persons, whether agents or employees of the Renter or persons attending the events for which the premises have been leased, and to all property damage proximately caused by, incident to, resulting from, arising out of, occurring in connection with, the use by the Renter of the premises. The provisions of this section shall include any and all losses, damages, injuries, settlements, judgments, decrees, awards, fines, penalties, claims, costs and expenses, including reasonable attorney's fees.

Thank you for your cooperation regarding our event policies.  
We look forward to making your event a success!

-Greenwich House Gallery Associates-



## Facility Rental Information & Agreement

Date: \_\_\_\_\_

Renter's Name: \_\_\_\_\_ Organization: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Email: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Time of Event (including setup/cleanup): \_\_\_\_\_

Approximate # of People: \_\_\_\_\_

Will catering be used? Y N      If yes, name of caterer? \_\_\_\_\_

Will alcohol be sold? Y N      If yes, name of licensed vendor? \_\_\_\_\_

Additional Information or Requests:

\_\_\_\_\_  
\_\_\_\_\_

Total Event Cost: \_\_\_\_\_

50% Deposit Amount: \_\_\_\_\_ Collected on: \_\_\_\_\_

Remaining Balance Amount: \_\_\_\_\_ Collected on: \_\_\_\_\_

By signing this rental agreement, the renter acknowledges an understanding of the terms of this contract and agrees to comply with rental policies and all state and local laws.

Renter Signature: \_\_\_\_\_

Gallery Representative Signature: \_\_\_\_\_