

RIVERSIDE ART CENTER FREEARK GALLERY EVENT RENTAL AGREEMENTNOTE: GALLERY OCCUPANCY LIMIT: 60 Persons

Client/Organization/Business Name:

Description of Event/Program;

Date of Event/Program:

Start Time (Includes set-up):

End Time (Includes clean-up):

Address:

Phone:

E-mail:

Event/Program Contact Name:

Event/Program Contact Phone: \_\_\_\_\_

Estimate Attendance: \_\_\_\_

Check one:     \_\_ Public           \_\_ Private

Check one:     \_\_ One-time event       \_\_ Recurring event/program

**Check all applicable fees:**\_\_ **\$50/hr.** Non Profit Organization use (\*minimum of 2 hours required)\_\_ **\$65/hr.** Corporate, Commercial or Private use (\*minimum of 2 hours required)

No. tables: \_\_\_\_

No. chairs: \_\_

No. of hours: \_\_\_\_

X **\$50 (NP)** or **\$65** = TOTAL: \$ \_\_\_\_Please return signed agreement to **RIVERSIDE ARTS CENTER**, 32 E. Quincy, Riverside, IL 60546.  
DO NOT SEND PAYMENT.

You will be contacted to confirm details and arrange for payment. Thank you.

My signature verifies that I have thoroughly read and understand the terms as outlined, and I accept the terms and conditions set forth in this agreement.

Client signature \_\_\_\_\_

Date \_\_\_\_\_

**THANK YOU FOR CONSIDERING OUR BEAUTIFUL GALLERY FOR YOUR EVENT!**

RIVERSIDE ART CENTER **FREEARK GALLERY** EVENT RENTAL AGREEMENT

**GUIDELINES**

I. Description of space: **Riverside Arts Center FREEARK GALLERY**. FREEARK GALLERY maximum occupancy is 60 persons. We have a restroom onsite. We have no kitchen facilities. CLIENTS must take full caution for the artwork displayed during current exhibition and will be fully responsible for any damage incurred. This includes notifying persons at the event/program to be careful and respectful. Also, please note that if your event occurs between exhibitions, the gallery may be empty.

II. Use of space:

A.

Client must identify an event contact to facilitate set-up, staffing needs and clean up of the event and to serve as main contact for the duration of the event/ program.

B.

Display: Client may NOT DECORATE WALLS for the event/program, unless as otherwise agreed. Banners, posters, artwork or any other signs must be affixed to free-standing supports. Client may not make holes in the gallery walls for presentation of any work or information. Artwork may be presented on free-standing walls/partitions, easels, pedestals or tables.

C.

Smoking: Smoking and/or lighting of any substance is NOT permitted in the gallery.

D.

Food/Drinks: Client provides any and all refreshments and supplies—including cups, napkins, additional trash bags, etc. Client may bring in outside food for the event, but all food and garbage MUST BE DISPOSED OF BY THE END OF THE EVENT. This includes sweeping and wiping down tables. The space must be returned to the condition it was in upon arrival. Client may incur additional Cleaning Charge in the amount of \$100 if condition not met.

E.

Alcohol is ONLY permitted if complimentary—alcohol must not be sold within or around the gallery premises. Client must make every effort to ensure no minors are served. Note that NO hard liquor is allowed.

F.

Public Events: The Client agrees responsibility for all promotion. Events are open to the general public unless specified as a private event.

G.

Liability: The Client agrees to hold **RIVERSIDE ARTS CENTER** and its employees and volunteers free from any liability or claim for damages or suit for or by reason of any injuries to any person or property of any kind whatsoever, from any cause whatsoever, arising out of the use and occupation of the premises by the renting party; and the renting party hereby covenants and agrees to indemnify and save harmless the gallery from all liability or damage on account of or by reason of any such injuries or damage.

H.

Gallery representative will be onsite during the client's event/program.

I.

Client has access to restroom facility.

J.

Client ensures fire exits remain free from obstruction.

III. Deposit: 50% deposit is necessary to secure gallery use for client's event/program. (25% of gallery use fee is non-refundable). Balance payable before date of event/program.

IV. Cancellation: Cancellation by the client releases Gallery from further obligation. In the event of cancellation by Gallery, the full deposit shall be returned to the client.