

# GLOUCESTER ARTS ON MAIN

6580-B Main Street • Gloucester, VA 23061 • (804) 824-9464

## Facility Rental Rates:

		Main Gallery, up to 50 people	Main Gallery, Over 50 people,	Add'l for Catering Kitchen	
Regular	Half day	\$50	\$190	\$40	
	All Day	\$100	\$310	\$70	
Non-Profit or Gov Organizations	Half day	\$40	\$180	\$30	
	All Day	60	270	50	
Weddings - all day & evening,					\$850

- Additional Fees:

If rented during times the Gallery is closed, a \$25 per hour fee is assessed for staff to stay during the event.

If setup and cleanup time cannot be during the time rented, separate fees are assessed.

A \$25 per hour premium cleanup and/or setup fee will be assessed if needed.  
Technical or electrical setup – please inquire.

- Facility agreements are based on five hour scheduling slots. If a rental uses all/portion of a second/third rental slot, full or partial fees will be incurred. This will be established when the reservation is confirmed.
- The facility reserves the right to refuse any/all rentals or limit access to specific areas due to security for art work present. Please see Policy Sheet.
- An ABC permit is required for all events serving alcohol and may be obtained online from [www.abc.state.va.us](http://www.abc.state.va.us).
- All events require a certificate of liability insurance. Organizations must name Gloucester Arts on Main as an additional insured. Individuals may obtain a simple certificate from their existing homeowner's insurance, covering the event.

**The Renter is responsible for all other arrangements unless otherwise indicated in a supplemental and signed Participation Agreement and Event Form.**

Please contact Kay Van Dyke at [kay.vandyke@gloucesterarts.org](mailto:kay.vandyke@gloucesterarts.org) or call 804-824-9464.

Website: [www.gloucesterarts.org](http://www.gloucesterarts.org)

## Facility Rental Agreement – Gloucester Arts on Main

This contract dated the \_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_ is between Gloucester Arts on Main, Inc. (GAMi)

and the Renter \_\_\_\_\_

for the event of \_\_\_\_\_

to take place (dates) \_\_\_\_\_ (hours) \_\_\_\_\_.

The Renter will lease the  gallery  kitchen area of the building at 6580 B Main Street, Gloucester, VA 23061 and GAMi agrees to rent said space to the Renter on the terms and conditions set forth in herein and in the attached Facility Rental Policies, which are incorporated into this agreement by reference and to which the Renter agrees to adhere.

Fee for Gallery Space Rental \$ \_\_\_\_\_

Fee for Kitchen Rental \$ \_\_\_\_\_

Charge for \_\_\_\_\_ staff @ \$25/hr \$ \_\_\_\_\_ (required during off hours)

Total charges \$ \_\_\_\_\_ 50% \$ \_\_\_\_\_ deposit.

The estimated attendance of the event will be \_\_\_\_\_ persons.

The event will begin at \_\_\_\_\_ and end, including total clean-up at \_\_\_\_\_, each day.

Set up of the event may begin on \_\_\_\_\_.

All items brought to the building by the Renter must be removed immediately after the event unless there is other arrangements. GAMi is not responsible for any loss or damage to items owned by or in the care of the Renter before, during or following the event.

The Renter is responsible for acquiring all necessary permits, licenses and a certificate of insurance indicating the amount of liability coverage required by the event. (GAMi cannot obtain a liquor license for your event.)

The Renter agrees to provide GAMi a copy of the Certificate of Insurance showing that it has comprehensive general liability in the amount of \$500,000/\$1,000,000 and showing Gloucester Arts on Main, Inc. named as an **additional insured** under the Renter's comprehensive general liability coverage policy for the duration of the event, no later than seven (7) days prior to the event. If the Renter is an individual, adding this coverage to their homeowner's insurance is acceptable.

The Renter is fully responsible for all damage to GAMi's property, the building and the exhibits, (including theft) caused by the Renter, the Renter's agent or the Renter's guests. The Renter agrees to pay GAMi for all such damage or loss. Any piece of artwork or craft damaged in this respect will be considered automatically purchased for the price listed.

The Renter, the Renter's agents, and the Renter's guests agree to hold harmless and indemnify GAMi from and against any liability, loss, cost or expense, including attorney's fees arising out

of the Renter's use of the facility and/or actions or proceedings resulting from personal injury, accident, loss, or damage of property caused by the acts or omissions of the Renter and/or persons in attendance at the event, or members, agents, employees, assigns, licensees, and invitees of the Renter.

GAMi shall not be held responsible or liable to the Renter or its members, agents, employees, assigns, licensees, and invitees, without limitation, for any consequential damage or loss from failure to make the premises available at the designated time. In the event that GAMi's facility is not available, the liability of GAMi shall be limited to the refunding of the payments made by the Renter.

A 50% deposit of the total fee is due upon reservation. The balance is due seven (7) days before set-up begins. If payment of the balance is not made by seven (7) days prior to set-up, the Renter will forfeit the deposit and use of GAMi's facility.

The Renter may cancel their event without penalty and receive a full refund of their deposit with thirty (30) days notice. If the Renter cancels with less than thirty (30) days notice but more than seven (7) days, the Renter will pay a cancellation fee equal to that of the deposit. If the Renter cancels with less than 3 days notice, they will be charged a cancellation fee equal to the total fee for the space.

Fees for using GAMi's facility do not include cleaning and/or removing all trash and debris, using staff beyond the specified times set in this agreement and/or any damages, and will be billed to the Renter. Staff fees will be computed at the hourly rate set in the facility rental policy. Payment will be due two weeks (14 days) from the Renter's receipt of the bill. Renter shall be responsible for all cost of collection, including attorney's fees.

This agreement shall be governed by the laws of the Commonwealth of Virginia.

Renter \_\_\_\_\_

Authorized Agent \_\_\_\_\_

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

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

Accepted:

Email: \_\_\_\_\_

If company, IRS # \_\_\_\_\_

Signature of Authorized Agent/Individual

Gloucester Arts on Main

\_\_\_\_\_

\_\_\_\_\_

Date

Date

6580 B Main St, Gloucester VA 23061  
804-824-9464

## Gloucester Arts on Main – Gallery Rental Policies

1. Gloucester Arts on Main, Inc. (Rentor) reserves the right to refuse any event.
2. Reservations may be made up to a year ahead. They must be confirmed with a written agreement and 50% deposit upon reservation. The Event may be cancelled without penalty up to 30 days prior to the event. The deposit will be forfeited for cancellations made 30 to 7 days prior. The Renter is responsible for the entire rental fee if a cancellation is made with less than 7 days notice before the event, & is due 5 days after cancellation.
3. There will be at least one Rentor staff member on-site per 50 people or less attending the event. Staff members will be available to discuss and even sell art work during events. Staff members are available to provide tours through the gallery. Hands-on activities and workshops can be arranged for a separate fee relative to the materials and the instructors required.
4. All aspects of the event including, but not limited to, agenda, subject, speaker, advertising, choice of caterer, space configuration, circulation plan, seating arrangements, lighting, décor, entertainment, and all set up and delivery schedules must be reviewed and accepted by Rentor.
5. This is an operating art gallery. The art on display must be protected during the event. Food and drink must be carefully controlled, and no smoking is allowed. Exhibits cannot be disturbed, all the art must be visible.
6. Parking is available in the public lot around the corner behind the SunTrust Bank, in the street, and on the street. There is also room in the lot behind the Museum. If large numbers of guests are expected, please work closely with Rentor for additional parking arrangements. The lot next to Field's is NOT available.
7. The catering kitchen may be rented (see rate sheet). Please arrange a meeting to be held at the Gallery between the Renter, the caterer, and the Rentor at least two weeks before the date of the event to coordinate catering needs.
8. It is the responsibility of the Renter to acquire and adhere to all required permits (e.g. Health or ABC permits). Alcohol may not be delivered more than one day prior to the event and must be kept in a locked container.
9. Renter is responsible for pick up or delivery of any equipment, and must arrange for removal by 5:00 p.m. the day following the event. Rentor is not responsible for any loss or damage of such equipment.
10. Clean-up and removal of all food, trash, decorations, etc. is the responsibility of the Renter and its vendors. A cleanup crew can be arranged (see rate sheet). If Rentor cleans up after an event, the Renter will be responsible for the premium fee incurred on their behalf, which is due within 5 days after the event.

The Renter has read and agrees with the terms outlined above.

Renter\_\_\_\_\_

Date\_\_\_\_\_