

Event Title: _____ Event Date & Time: _____



Gallery One Nonprofit Visual Arts Center
 408 N Pearl Street, Ellensburg, WA 98926
 509-925-2670
 www.gallery-one.org

Rental Agreement – Nonprofit Organization

Reservation/Damage Deposit	\$200 (refundable up to two weeks prior to the event) Deposit is due in advance to reserve rental date, and will be applied to the final Rental Invoice as a credit after the event is completed.
Rental Fee Members at the collector level or above receive a 10% discount	0 – 49 guests: \$200 50 – 99 guests: \$250 100 – 180 guests: \$300 Staff time: \$20 per hour (This fee applies for all staff time outside of normal operating hours.)
Courtyard Use Only	\$100
WA State Banquet Permit	\$10 banquet permit required if serving alcohol – purchase online at http://www.liq.wa.gov/licensing/banquet-permits
Dishware Fee	\$35 if gallery dishes are used Dishware includes: Dinner, salad and dessert plates (limit 75 each); cups & saucers (limit 75 each); water glasses (limit 75); wine glasses (limit 90); forks/spoons/knives (limit 75 each)
Digital Projector Fee	\$40 gallery staff will set-up and tear down the digital projector Equipment compatibility cannot be guaranteed. Testing ahead of time is highly recommended.
Grand Piano Usage Fee	\$25 renter is responsible to provide a pianist
PA System Fee	\$30 gallery staff will set-up and tear down the PA system
Set-up/Breakdown Fee (optional)	\$100 renter may waive this fee by setting up and breaking down the tables and chairs themselves.
Gallery Cleaning Fee (optional)	\$200 renter may waive this fee by cleaning up after the event themselves
Sunday Cleaning (optional)	\$20 staff fee per hour to open the facility early. Renter is responsible for cleaning to be completed by 12pm.

We have the following available for use during your event at no additional charge:

75 mixed padded chairs
15 six foot tables and 4 four foot tables (tablecloths not available)

If we do not have the equipment/supplies needed for your event, *Central Party and Costume* has a wide range of items available to rent. Contact them at: 509.962.3934

Rental Hours: Monday - Friday before 11am & after 5pm, Saturday before 10am & after 4pm, Sunday before 12pm & after 4pm.
December: Monday - Friday before 11am or after 6pm, Saturday before 11am or after 4pm, Sunday before 12pm & after 4pm.
 No sit-down events in November or December. **Event set-up/decorating:** Set up can begin after we close on the day of your event must end by 11pm.

Cancellation Policy: Cancellations made more than two weeks prior to the event will receive a full refund of the deposit. Cancellations made less than two weeks before the event will be refunded 50% of the deposit.

Clean-up must take place immediately following the event. All areas used must be cleaned and left in an “as found or better” condition. If the gallery is unsatisfactorily clean after the event, all or part of the damage deposit may be retained by the Gallery to cover cleaning charges. Please refer to the Event Cleaning Checklist for further details on renter cleaning responsibilities.

Additional fees may be paid to have staff breakdown and/or clean after the event. In addition for Saturday evening events, there is a Sunday morning cleaning option for an additional \$20/hr. Staff must be notified two weeks prior to the event if these services are requested. Refer to the fee schedule above for more details.

Contact Information:

Phone: 509.925.2670

Address: 408 N. Pearl, Ellensburg, WA 98926

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*** Rental Disclaimer and Policies:**

Gallery One is a great place to host an event. However, we are an exhibition space and gallery store that has unique, one-of-a-kind art and fragile inventory. One or more staff member will be scheduled to be on site during the event, in order to answer questions and supervise the safety of the facility and guests. Guests are welcome to purchase items from the Gallery Store or exhibits during the event.

Renters agree to be responsible for the actions of themselves and their guests. Renters will accept charges deemed reasonable by Gallery One for cleaning or damages to the facility or its contents – including exhibit artwork- by the Renters and/or Renters’ guests. Children are welcome, but renters and guests are responsible for their supervision at all times. At no time are children allowed unsupervised in the Eveleth Green Gallery or anywhere in the building. Gallery One highly recommends that renters acquire wedding or special event insurance.

Renters agree to provide their own food, refreshments, decorations, and supplies. A Rental Invoice will be created and mailed to the renter following the event. Any outstanding fees will need to be paid in full within 30 days following receipt of the invoice, unless other arrangements are made with Gallery One.

I have read the above information and understand and agree to this Rental Agreement:

Signature _____ Date _____

Print Name _____

Address _____

Phone _____ Email _____

Signature of Gallery One Representative _____ Date _____

Reservation/Damage Deposit	\$200 (refundable with 2 weeks notice of cancellation)	Paid: <input type="checkbox"/>
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