

## **Atlanta North Art Gallery**

### **Facility Rental Agreement / Indemnity Form**

**Fees:** Fees are based on four (4) hours minimum usage of the facility. Rental Time is defined as: from the time you enter the building until the last person is out, not including set-up and delivery. No event may continue past our closing time of 12 midnight.

**Time of arrival/Set Up:** The event may start anytime thereafter. Set up can begin three (3) hours prior to the opening of your event, but no earlier than 3 p.m. for evening events. Thirty minutes prior to the last hour, the music and bar must be closed down. All guests must vacate the building at the end of the four-hour time limit.

**Security:** Atlanta North Art Gallery staff member will be on-site throughout your event. We place a "Private Party" sign on the door to discourage "party crashers." If you so choose, you may hire a security guard for the front door.

**Rental Deposit & Payment:** A non-refundable 50% deposit is required to secure the date. Deposit will apply toward the cost of the rental. Balance is due thirty (30) days prior to your event date.

**Security Deposit:** A separate \$250 security is due 30 days prior to the rental date. This will be held until a post-rental inspection of the property finds the condition of Atlanta North Art Gallery to be free of damage. All or a portion of the security deposit will be charged to the "renter" if the area is left in need of extra cleaning or repairs. If "Rental Time" goes over 4-hour limitation, or the number of guests allowed, "Renter's" deposit will not be returned.

**Liability:** "Renter(s)" are liable for all damage his/her attendees cause to the premises and its contents including all artwork. Repairs and/or replacements to equipment, walls, furniture will be charged to "renter" at replacement cost. The posted Sales price will be charged for damaged artwork.

**Decorating and Set-Up:** Renters are responsible for all set-up and decorating. Atlanta North Art Gallery will Provide two 6' Rectangular Table for usage. Atlanta North Art Gallery does not provide linens, decorations, or audiovisual equipment. You will need to

rent them from a third party. Any rental equipment not removed within 3 days of the rental date will accrue a storage fee of \$100 per day. (Local rental companies usually deliver on Saturday and pick up on Monday at a set appointment time.) Renter will call ahead to notify Atlanta North Art Gallery of deliveries of rented equipment and appointed time for pick-up after the event.

No confetti, glitter, rice, birdseed or fresh flower petals may be used as decoration or thrown inside the premises. No decorating with candles or flammables is permitted.

**Catering and Alcohol:** Catering must be arranged by the “renter,” and pre-approved by Atlanta North Art Gallery. To serve alcohol, “Renter” must use an approved, licensed, and insured alcohol caterer. No one other than the alcohol caterers on this list may bring in alcohol. This includes “renter” and guests. Absolutely no one under the age of 21 may consume alcohol on the premises of Atlanta North Art Gallery. Security will enforce this rule.

**Music:** “Renter” may hire a band or DJ. Atlanta North Art reserves the right to pre-approve the band/DJ and has the right to monitor the sound level of the music.

**Artwork:** Renter understands that this is an art gallery. There will be **NO** removal, moving, covering up, or censorship of any art in any manner. Sculpture will be moved to a secure area (corner or against a wall) to prevent damage. If a piece of sculpture is too big or difficult to move, it will stay in the gallery. Temporary exhibition walls will not be moved for rentals.

**Rehearsals:** Rehearsal fee is \$75 for 1-hour usage. If the date is available, “Renter” will make arrangements to hold wedding rehearsals early in the evening before 6:30 pm.

**This is a non-smoking facility at all times.**

A signed attachment “Rental Details” should accompany this agreement.

I/we the “Renter(s)” assume responsibility and shall reimburse Atlanta North Art Gallery for all damage to equipment, furniture, rugs, carpets, works of art, building interior or exterior fixtures during the agreed upon rental period on (date).

I/we the “Renter(s)” by signing this indemnity form am/are holding Atlanta North Art Gallery, its officers, employees, volunteers, and guests harmless against any and all

liabilities. I/we am/are also stating that i/we have read and fully understand this indemnity form.

\_\_\_\_\_  
Renters Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Renters Signature

\_\_\_\_\_  
Atlanta North Art Gallery Representative-Signature

\_\_\_\_\_  
Date

### **RENTAL DETAIL FORM**

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

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

City: \_\_\_\_\_ ST: \_\_\_\_\_

Zip: \_\_\_\_\_

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

Event Type/Purpose: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Number of Guests: \_\_\_\_\_

Phone 1: \_\_\_\_\_ Phone 2: \_\_\_\_\_

Time In: \_\_\_\_\_

\$250 Security Deposit due at booking

The Security Deposit secures your rental reservation. The security deposit is forfeited if you cancel your reservation within 14 days prior to the event. We will return the deposit after the facility has been inspected for damages and none are present.

Cost of Rental:

Weeknights – (Monday-Thursday) - \$ 100 per hr (4-hour minimum = \$400 minimum)

Weekends – (Friday – Sunday) - \$ 150 per hr (4-hour minimum = \$600 minimum)

\$ 1<sup>st</sup> Payment: \_\_\_\_\_

Total is Due 2-weeks prior to event:

Amount Due: \$\_\_\_\_\_

Coordinators Notes (delivery date/time, business name, what is being delivered, etc.) :

Tables & Chairs:

Cake(s) /Catering:

Music: Flowers/Decorations: