



## Event Guidelines

- Occupancy:** Maximum of 50 (inside), 200 (inside/outside)
- Layout of event:** Tables are possible inside, depending on gallery exhibition. Layout will be agreed upon between renter and gallery prior to event set-up.
- Fees/Deposit:** Winter (inside only): \$250 minimum for up to 3 hours, \$50 per hour after that. Summer (inside/outside): \$400 minimum for up to 3 hours, \$100 per hour after that. A \$200 cleaning & repair deposit is required for any cleaning other than simple vacuuming and mopping & any yard repair that is necessary. Deposit is refundable if no additional clean-up or repairs are needed after the event (this is determined by the gallery).
- Insurance:** User/renter agrees to assume full responsibility for any theft or damage to the facility or artwork that may occur as a result of the event including any and all further charges that might be incurred as a result of such damage. Any loss or damage, etc, caused by the caterer or any other volunteered or hired third party is the responsibility of the user/renter. The user/renter agrees to release the Gallery and its owners/staff harmless against any liability from you and your guests or a third party. The gallery reserves the right to request proof of insurance.
- Event set-up:** All equipment and set-up are the responsibility of the user/renter unless pre-arranged with the gallery. Set-up should not interrupt regular gallery hours and should take place when the gallery is closed, unless otherwise agreed upon. It is the responsibility of the user/renter to communicate the approved delivery, set-up and clean-up times with the caterers and other vendors. The gallery is not responsible for any items left on the premises after the agreed upon clean-up time.
- Artwork:** The gallery will not move/remove any sculpture, paintings, or other artwork from the gallery or yard unless pre-arranged with the gallery.
- Caterer:** The gallery kitchen space is not available to the caterer for cooking or preparation. Any utensils, plates, glassware, etc, belonging to the gallery are not available for event use. However, the kitchen may be used for food storage and staging during the event. The caterer is responsible for leaving the kitchen clean and as it was before the event. We recommend that the caterer visit the gallery ahead of time to see the space and discuss gallery policies with the owners.
- Parking:** There are 25 parking spaces available along the gallery property. Any additional guest vehicles must be parked in public parking spaces, not in front of neighbor houses or in neighbor driveways. Please discuss parking options with the gallery in advance of your event and inform your guests of their parking options.