

ARTXCHANGE GALLERY RENTAL AGREEMENT

Please read guidelines carefully.

Client Name: \_\_\_\_\_ Date of Event/Program: \_\_\_\_\_

Begin Time (Includes set-up): \_\_\_\_\_ End Time (Includes dean-up): \_\_\_\_\_
Setup and clean up typically take one hour on each end.

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

Client Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

Description of Event/Program: \_\_\_\_\_

Estimate Attendance: \_\_\_\_\_

Check one: [ ] Public [ ] Private
Check one: [ ] One-time event [ ] Recurring event/program

Check all applicable fees:

There is a three hour minimum rate for events.

- [ ] \$500 Corporate, Commercial or Private use (3 hour event + setup/cleanup) \$ \_\_\_\_\_
[ ] \$300 Individual Artist(s) or Group for workshop, lecture, etc. \$ \_\_\_\_\_
[ ] \$300 Nonprofit Organization with copy of 501c3 letter \$ \_\_\_\_\_
[ ] \$100/hour for time over 5 hours. No. of hours: X \$100 \$ \_\_\_\_\_

TOTAL: \$ \_\_\_\_\_

Please return signed agreement to ArtXchange. DO NOT SEND PAYMENT. ArtXchange staff will contact client to confirm details and arrange for payment. Thank you.

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

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

FOR ARTXCHANGE USE ONLY:

[ ] Cash [ ] Check [ ] Credit Card - Visa/Mastercard/AMEX

Account # \_\_\_\_\_ Exp. Date: \_\_\_\_\_ Signature \_\_\_\_\_

Deposit Amount: \_\_\_\_\_ Date: \_\_\_\_\_ Receipt: \_\_\_\_\_

Payment Amount: \_\_\_\_\_ Date: \_\_\_\_\_ Receipt: \_\_\_\_\_

[ ] COLLABORATIVE PRODUCTION/FEE WAIVER Authorized Signature \_\_\_\_\_

## ARTXCHANGE GALLERY RENTAL TERMS OF AGREEMENT

### TERMS:

**I. Description of space and equipment:** With its high ceilings, warm atmosphere and vibrant art, ArtXchange Gallery will lend a distinctive, creative edge to your next event. For stand-up socials, ArtXchange can easily accommodate 20 to 120 people. ArtXchange is available for rental seven days a week from 5:30pm until midnight. It is the perfect place for artist salons, evening seminars, creative fundraisers, birthday, office or holiday parties. The general gallery space downstairs is approximately 2,000 square feet and maybe configured in a variety of ways. The upstairs mini-kitchen and office space adds an additional 1,000 square feet and may only be used as it is currently setup.

ArtXchange gallery is equipped with a mini -kitchen which includes a refrigerator, toaster oven, microwave, sink, and a limited number of dishes, glasses, cups and flatware. There is one bathroom on the ground floor. There are nine gray cloth stacking chairs and a variety of other seating options are available. There is one table and two desks on the ground floor, two conference-style tables, and six office chairs on casters on the upper level. If your group requires more furniture for your event you must rent and arrange for delivery and pick up, coordinating with ArtXchange staff.

ArtXchange provides basic electronic equipment for the event/program by request. Equipment includes a 42 inch flat screen panel with DVD or USB/computer input and a digital sound system with a wireless microphone. Clients may bring their own iPods with music preloaded for their function.

### II. Use of Space:

- A. ArtXchange is a visual arts gallery. Clients must take full caution for the artwork displayed during current exhibition. This includes notifying guests and attendees at the event/program to be careful and respectful of the artwork.
- B. Client must identify an event contact to facilitate set-up, staffing needs and clean up of the event and to serve as the main contact for the duration of the event/program.
- C. An ArtXchange representative will be onsite during the client's event/program.
- D. Display: Client may NOT DECORATE WALLS for the event/program. Banners, posters, artwork or any other signs must be affixed to free-standing supports. Use of glitter, sparkles, rice, birdseed, or similar material is not allowed. Client may not make holes in the gallery walls for presentation of any work or information. ArtXchange can provide easels, pedestals or tables for display and presentation of artwork or information. Any item used for decoration must be removed after the event.
- E. Food/Drinks: Client provides any and all refreshments and supplies - including cups, napkins, additional trash bags, etc. Client may use a caterer or 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 and vacuuming the floors. The space must be returned to the condition it was in upon arrival. Client may incur additional Cleaning Charge in the amount of \$150 if conditions are not met.
- F. Alcohol: Groups serving alcoholic beverages must obtain and submit copies of any required permits to ArtXchange 3 business days before the day of the event. Permits are available at all Washington State Liquor Stores.
- G. Smoking: Smoking is NOT permitted in the gallery. Client will ensure that fire exits remain free from obstruction.
- H. Public Events: The Client agrees responsibility for all promotion. Events are open to the general public unless specified as a private event.
- I. Liability: The Client agrees to hold ArtXchange, Inc. and its employees 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 ArtXchange gallery from all liability or damage on account of or by reason of any such injuries or damage.

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

**IV. Maintenance/Cleanup:** The space must be returned to the condition it was in upon arrival. Client may incur additional cleaning charge in the amount of \$150 if conditions are not met.

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

**We wish you a most enjoyable and successful event!**