

## THE GALLERY 1145

### Event Rental Agreement

1145 E. Dominguez St. Suite C, Carson CA 90746

Event Date: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Event name: \_\_\_\_\_

Number of Guests: \_\_\_\_\_

Client Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

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

**NOTE:** Rental rates are charged at \$175 per hour, which is not inclusive of load-in and load-out. Renters are allowed 1 hour to load-in and 1 hour to load-out.

- Signed contract and date-hold deposit in the amount of 30% must be received to reserve your date(s) and time(s).
- The balance of your space rental fee is due 7 days prior to your event.
- A copy of your Special Event Liability insurance is due no later than 10 days prior to your event.
- Any additional costs that arise will be due within 2 days of your event.

#### CONDITIONS AND RESPONSIBILITIES OF RENTER

*Please read the material below to make sure all parties understand the requirements of providing for everyone's safety and keeping **GALLERY 1145** a well maintained and safe location for future use.*

#### DEPOSIT/RENTAL FEES

A signed contract and date-hold 30% deposit must be received to reserve your date(s) and time(s). The balance of your space rental fee is due 7 days prior to your event. No terms are implied or granted and no work will be allowed to commence until full payment is received.

#### INSURANCE

Special Event Liability insurance is required of ALL renters and is due no later than ten (10) days prior to your event. The insurance must, at renter's sole expense, provide and maintain public liability and personal property damage insurance, insuring **GALLERY 1145**, employees, contractors and contracted vendors against all bodily injury, property damage, personal injury and other loss arising out of renter's use and occupancy of the premises, or any other occupant on the premises, including appurtenances to the premises and sidewalks. The insurance required hereunder shall have a single

limit liability of not less than \$1 million, and general aggregate liability of not less than \$2 million. **GALLERY 1145** shall be named as an additional insured of said policy.

If alcohol is to be served please make sure that the policy includes Host Liquor Liability coverage to protect you against alcohol-related accidents, as you are ultimately liable for the safety of your guests. Established catering Services may use their license and insurance to cover this.

#### **SITE DECORATION**

**GALLERY 1145** wants to make every event here a special and welcome experience. Therefore every effort will be made to allow renter to prepare decorations reflecting their creative requirements. We ask that only the staff of **GALLERY 1145** rearrange and move any furnishings, including, but not limited to, artwork, lamps, antiques or seating. No nails, screws, staples or penetrating items are to be used on our walls or floors. No glitter or foil (non-paper) confetti is allowed on site. Only low tack tape is allowed on our floors and wall. Any damage will be charged after your event.

#### **CONDUCT**

There is absolutely no drug use or smoking of any kind tolerated on premises or within 25 feet of the building including loitering or congregating outside on the sidewalk at any time during the event. Disparaging remarks or any type of physical violence will not be tolerated and will be cause for immediate expulsion. Renter and guests shall use the premises in a considerate manner at all times. During underage events, such as school dances, we prefer that underage individuals do not have in and out privileges. Conduct deemed disorderly at the sole discretion of **GALLERY 1145** staff shall be grounds for immediate expulsion from the premises and conclusion of the rental period. In such cases no refund of the event costs shall be made.

#### **LIVE MUSIC/DJs/NOISE**

**GALLERY 1145** encourages music and lots of dancing! However, please be aware that the premises are located near residential units and therefore neighborhood noise regulations do apply. In the event that renter's event creates a disturbance due to high noise volume, **GALLERY 1145** onsite manager has full authority to ask the renter, DJ or live music presenter to turn the entertainment down and/or off. If repeated disturbances are created, at **GALLERY 1145** discretion, renter may be expelled from the premises or the offending noise will be ended. In the event of disturbances to the point of expulsion, no portion of the event costs will be refunded to renter.

#### **CANCELLATION**

Date-Hold deposit is Non-Refundable.

#### **LOAD-IN/LOAD-OUT AND STORAGE**

All load-ins and load-outs must take place within the designated timeframe given by **GALLERY 1145**. If there is an event prior to yours a timed delivery will be required. **GALLERY 1145** is not responsible for checking in or handling any items brought into the venue by rental companies. All external items must be checked in and signed for by the client or client's representative. All excess material (such as bubble wrap, boxes, hangers, plastic, etc.) created by deliveries must be removed and disposed of by rental company, client, or client's representative.

Limited storage is available upon request. Storage fees will be applied to any items left overnight or beyond normal load-in/load-out times.

#### **CLEANING, TRASH AND EQUIPMENT REMOVAL**

**GALLERY 1145** will be in a clean condition prior to your event. Within ONE hour following the event, you are required to return the space to the same clean condition in which it was found.

**GALLERY 1145** encourage those renting space to consider green, sustainable, fair trade, ecologically sound cleaning and zero waste solutions. All trash, including sorted recyclables and properly sorted compostable, must be collected, properly bagged and removed by the renter or the caterer.

All rental equipment must be removed immediately following your event.

#### **CITY, COUNTY, STATE AND FEDERAL LAWS**

Renter agrees to comply with all applicable city, county, State, and Federal laws and shall conduct no illegal act on the premises. This is a drug free and non-smoking facility at all times, NO EXCEPTIONS. Renter shall not sell alcohol on premises at any time. Renter may not serve alcohol to minors on the premises at any time. Renter agrees, for everyone's safety, to ensure alcoholic beverages are consumed in a responsible manner. **GALLERY 1145** reserves the right, in its exclusive discretion, to expel anyone who in its judgment is intoxicated or under the influence of alcohol or drugs, or who shall in any manner do or participate in any act jeopardizing the rights, use permit, or insurability of **GALLERY 1145** or the safety of its staff, guests, or building contents.

#### **ENTRY AND EXIT**

Renter agrees that **GALLERY 1145** staff may enter and exit premises during the course of the event. A representative of **GALLERY 1145** will be on site during your entire event and will be checking periodically with the responsible parties to insure everything is running smoothly. We will also be checking the bathroom, the overall premises, replenishing hand towels and toilet paper, and will be available for questions or to respond to needs or issues that may arise at any time.

#### **LOST ITEMS**

**GALLERY 1145** will take no responsibility for personal possessions left on premises during or after any event.

Acknowledged, Agreed and Authorized by

Primary Contact/Renter: \_\_\_\_\_

Date: \_\_\_\_\_