
SAGER REEVES GALLERY

GALLERY RENTAL AGREEMENT

This **GALLERY RENTAL AGREEMENT** is between Sager Reeves Gallery (**GALLERY**), and

_____ (**RENTER**).

_____ date of event

_____ event time

_____ number of guests

_____ type of event

_____ caterer name/contact phone, email

_____ alternate contact/contact phone/role

The parties agree to the following conditions:

RENTER shall have use of Sager Reeves Gallery at 1025 East Walnut, Columbia, MO 65201 (**GALLERY**) in accordance with the terms set out below (**EVENT**):

BASE RENTAL AGREEMENT – \$1,200

- GALLERY (see **MAP**) + client room + office + back hall for staging
- 6 hours total (up to 3 hours of event time + extended set-up + 1 hour clean-up)
- Use of select event supplies, outlined as **"AVAILABLE SUPPLIES & AMENITIES"** below
- Collaboration with your event planner on all staging and deliveries

AVAILABLE SUPPLIES & AMENITIES

(included in rental fee; check all that are needed)

- 5' round dinner tables (up to 9; seats 6 - 8)
- 8' rectangular table (1)
- White folding chairs (up to 50)
- Stainless rolling cooler (up to 2)
- Rolling bar (1)
- Glass water dispenser (1)
- Display easels (1)
- Sound system (via standard headphone jack)
- Trash receptacles
- Utility sink

GALLERY reserves the right to refuse entry to any individuals reasonably suspected of being threatening and/or inebriated.

The following may be added at an additional fee:

- Additional event time (\$300/additional hour for set-up, clean-up, and/or event)
- Bartender (\$50/hour)
- Set-up/clean-up Assistant (\$50-\$500 based on event scope)
- Supervising assistant (10% of rental cost) required for parties of 100+
- Move modular wall (\$150 per wall)

ITEMS WE DO NOT PROVIDE

Table linens, catering/drink service, floral design, chair slipcovers, standing cocktail tables, microphone/specialized audio set-up, live music, customized signage, event invitations, and trash bags.

DETAILS OF AGREEMENT

RENTER is responsible for all aspects of set-up and clean-up. The gallery should be returned to the state it was in prior to the event.

Initial: _____

RENTER is responsible for completing set-up, event, and clean-up within the timeframe specified above, and for disclosing this consideration to all caterers, equipment deliveries, technicians, and other parties involved. Additional storage can be purchased for \$100/day and will apply to deliveries made before the set-up time specified above.

Initial: _____

RENTER is responsible for any damage to or destruction of artwork during set-up, event, and/or clean-up. **RENTER** authorizes charge for the retail value of any artwork damaged or destroyed during the rental period. Alternatively, **RENTER** may choose to purchase short-term insurance coverage for the rental period; more information on renter's insurance can be provided upon request. **RENTER** will indemnify and hold harmless **GALLERY** in the event that any damage or harm is done to any of the works of art displayed in the Gallery as a result of the **EVENT**, provided that such damage did not occur as a result of the act or omission of any employee, agent or representative of **GALLERY** within 30 days of event. If **RENTER** does not take out insurance damages will be charged to the card on file.

Initial: _____

Artwork shall remain on display, as arranged for the current exhibit at the time, during the rental period. Artwork may not be removed from walls or from the gallery for event staging. No signage or backdrop may be hung over artwork, or touching artwork. Rearrangement of pedestals will be at the gallery staff's discretion and must be completed by a gallery representative.

50% of the estimated total rental fee is due upon signature of this agreement. The remainder is due in full at or before the end of the event. If the set-up, event, and/or clean-up exceed the rental period specified above, additional hour(s) will be billed before final payment at the end of the event.

GALLERY does not promote or contribute to the promotion of private events, on social media or otherwise. **GALLERY** may prevent distribution of promotional posts or materials it deems inappropriate or inconsistent with the image of the business.

RENTER shall be solely responsible for arranging and paying for all catering at the **EVENT**. **GALLERY** shall have no responsibility or liability of any nature whatsoever in respect of those arrangements. Any suggestions or recommendations made by **GALLERY** regarding catering or other ancillary matters are made without liability on the part of **GALLERY** and its representatives.

GALLERY reserves the right to have at least one representative present in the Gallery at all time during the **EVENT**.

RENTER shall procure that guests shall abide at all times with the following:

- No touching the exhibits on display
- No smoking
- No open flames (battery candles only)
- No illegal activity

RENTER hereby irrevocably agrees to waive, release, discharge and forever hold harmless **GALLERY**, its employees, directors, shareholders, agents and contractors against any and all losses, liabilities, claims, demands, damages, suits or expenses incurred or which may be incurred as a result, whether direct or indirect, of the **EVENT**.

Alcohol may not be sold to guests without an appropriate temporary catering license.

RENTER NOTES:

GALLERY NOTES:

SIGNATURES

GALLERY

print name

date

RENTER

print name

date

address

phone

e-mail

event planner (or additional contact) name

phone

e-mail

CREDIT CARD

(Credit card information will be kept on file thru the event date, and destroyed after the contract has been fulfilled)

Name on card: _____

Card number: _____

Expiration: _____

Billing ZIP code: _____

Security code: _____

I authorize in case of damage

OR

I have event insurance

TOTALS & PAYMENTS

Base rental fee: \$ 1,200

Additional Fees: \$ _____

\$ _____

Total: \$ _____

1. Deposit:	_____	_____	_____
	amount	date	initial
2.	_____	_____	_____
	amount	date	initial
3.	_____	_____	_____
	amount	date	initial

Paid in full