SAGER REEVES GALLERY

VENUE RENTAL AGREEMENT

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

_____ (**RENTER**).
Name

_____
Email

_____
Phone number

_____
Type of event

_____
Date of event

_____
Timeframe of event

_____ / _____
Set-up to begin / clean-up to be completed by

_____
Additional contact name / number

CHARGES AND PAYMENTS

_____
Card number*

_____
Cardholder name

_____
Expiration date

_____ / _____
ID code / ZIP code

EVENT CHARGES

- ☐ Essential Package @ $1600 _____
- ☐ Conference Package (custom) _____
- ☐ Photography Package @ $600/session _____
- ☐ Additional hour(s) @ $350 qty ____ _____
- ☐ White round linens @ $10/ea qty ____ _____
- ☐ Gray rectangular linens @ $10/ea qty ____ _____
- ☐ Set-up assistance @ $50/hr qty ____ _____
- ☐ Full-service setup/clean-up @ $150/hr qty __ _____
- ☐ Bartender @ $50/hr qty ____ _____
- ☐ Wall/art relocate @ $150 _____

TOTAL DUE _____

DEPOSIT DUE** _____

PAYMENT RECORD

Deposit: _____ Date paid: _____
Gallery initials: _____ Transaction #: _____

Balance: _____ Date paid: _____
Gallery initials: _____ Transaction #: _____

*A current credit card must be kept on file from booking through the event date. You'll be notified before any charges are applied to the card on file. These can include your deposit, subsequent payments, and charges added on the event date such as additional time needed, incomplete cleanup, or coverage of damage to premises or contents as described above.

**Rental deposit is non-refundable but is transferable to another date or client. Event balance is due on or before the event date.

The parties agree to the following:

RENTER shall have use of Sager Reeves Gallery **(GALLERY)** at 1025 East Walnut, Columbia, MO 65201, with the following terms. This agreement and reservation of the event date specified above do not take effect until **RENTER** has remitted a deposit of half their estimated rental total. Rental deposit is non-refundable but is transferable to another date or client**.**

RENTER is responsible for making sure all set-up and clean-up before and after the event occur within the specified timeframe, and for disclosing this timeframe to all third-party vendors including caterers, equipment deliveries, technicians, performers, etc. Rental equipment may be delivered outside this timeframe only when disclosed and recorded in this document in advance, when delivery during the rental timeframe is not available. The expectation of clean-up is that the gallery be returned to the state in which it was found prior to event set-up. A clean-up checklist can be found later in this document. A credit card must be kept on file through the end of the event, and may be charged if clean-up is not adequately completed, or if more time is needed to complete clean-up.

RENTER is responsible for any damage to or destruction of artwork, fixtures, furniture, premises, or possession of the gallery should it occur during set-up, event, or clean-up. In the event of damage, **RENTER** authorizes charge of the card on file to cover damage. **RENTER** may elect to purchase event insurance for such possibilities. If purchasing event insurance, **RENTER** is responsible for reading and understanding the policy, and **RENTER** remains responsible to the **GALLERY** for any damage, regardless of whether it is an insurer or the **RENTER** directly who pays for the damage. In the case of artwork damage or destruction, the charge to the **RENTER** will be 85% of the listed retail value of the work. In the case of damage to equipment or fixtures, the charge will be for replacement value. In the case of damage to the premises, the charge will be for repair. **RENTER** agrees to indemnify and hold harmless the **GALLERY** for any damage done during set-up, event, or clean-up, provided that the damage did not occur as a result of the act or omission of a gallery employee. **RENTER** must notify the gallery employee on site immediately in the instance of any damage.

Artwork shall remain on display, as arranged for the current exhibit at the time, during the rental timeframe. Artwork may not be removed from walls or from the gallery for event staging. No signage, backdrop, or decor may be hung directly over artwork on the walls, nor may any decor or equipment touch artwork on the walls. Rearrangement of pedestals and 3-dimensional artwork will be at **GALLERY'S** discretion and must be executed by gallery staff. No real flame candles, open flames of any kind, firearms, smoking, steam machines, glitter confetti, or liquid-based features (such as fountains or staged champagne spray) are allowed for events.

RENTER shall not engage in or allow guests to engage in illegal activities on the **GALLERY** premises. This includes violation of city noise and alcohol ordinances. **RENTER** is responsible for ensuring adherence to local, state, and federal laws during the event timeframe. **RENTER** agrees to indemnify and hold harmless the **GALLERY** should illegal activity result in investigation or charges, or cause the event to end early. Alcohol may not be sold to guests without a temporary license. **RENTER** is responsible for adhering to all alcohol-related laws and safe practices.

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

RENTER is responsible for all correspondence, coordination, and payment of third-party vendors. **GALLERY** assumes no responsibility for execution of these third-party agreements, such as those made with caterers, event planners, equipment rental companies, performers, or other contracted individuals or businesses. Any recommendations requested by **RENTER** and provided by the **GALLERY** regarding these vendors is made without liability on the part of the **GALLERY** and its representatives.

GALLERY will have a representative on the premises throughout set-up, event, and clean-up.

GALLERY reserves the right to refuse entry or eject any individual who is threatening, unsafely inebriated, destructive, or harassing.

RENTER hereby irrevocably agrees to waive, release, discharge, and forever hold harmless the **GALLERY** and its employees, 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.

RENTAL PACKAGES, AMENITIES, AND FEES

ESSENTIAL VENUE RENTAL PACKAGE: STARTING AT $1600

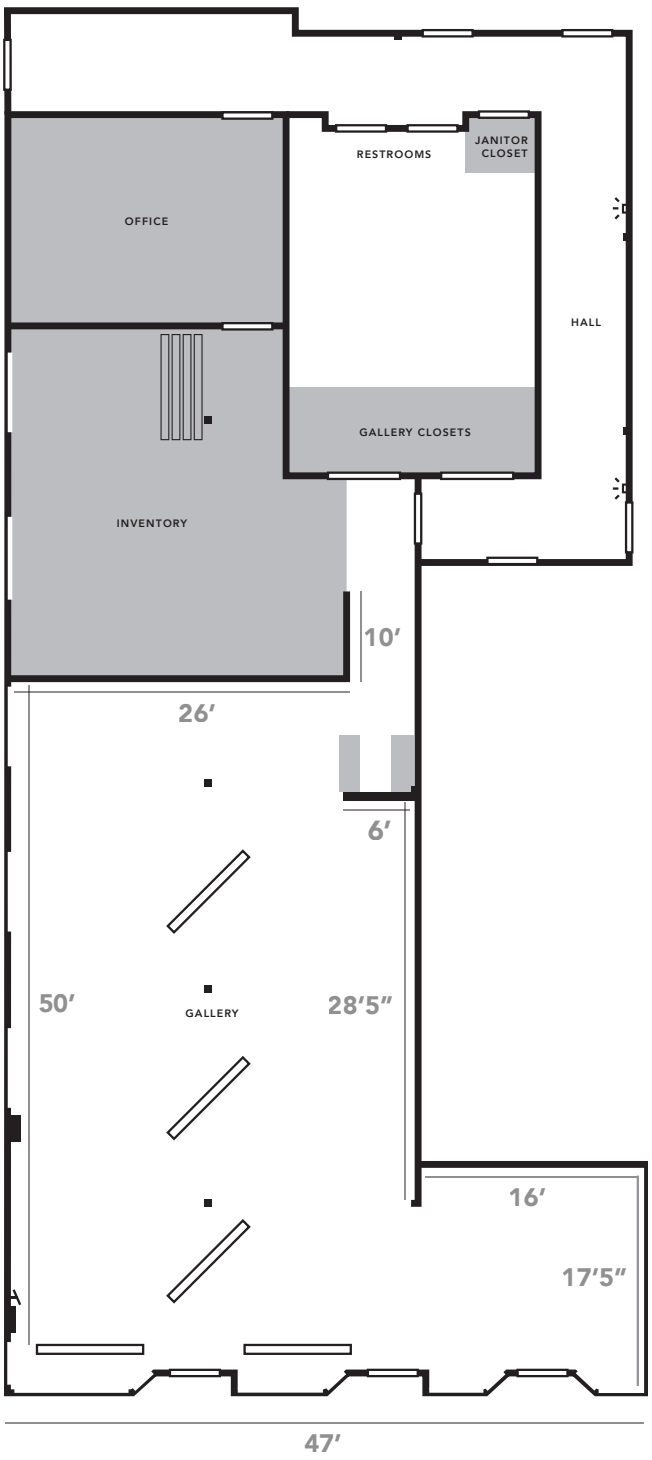
- Up to 2 hours of set-up time, up to 3 hours of event time, up to 1 hour of clean-up time
- Gallery staff member on hand and available for assistance throughout event timeframe
- Custom coordination of event supply delivery, storage (1 day or less), and pick-up
- Use of peripheral spaces such as office kitchen and back rooms for green room, storage, or vendor staging
- Unlimited guided visits for preparation and orientation and/or rehearsal prior to event, and assistance with floorplan layout
- Your choice as needed of caterer and other third-party vendors
- Gallery gift bag - canvas tote and swag
- Use of industrial ice machine
- Use of gallery event supplies and equipment items (full checklist page 5 this document), such as folding chairs, tables, coolers, bar, etc.

CONFERENCE PACKAGE: STARTING AT $1900

- Up to 6 hours per day
- Discounted rate on additional hours: ~~$350/hr~~ $250/hr
- Full-service set-up and clean-up included
- Communication with A1, caterer, and other 3rd party vendors
- Use of peripheral spaces such as office kitchen and back rooms for green room, storage, or vendor staging
- Unlimited guided visits for preparation and orientation and/or rehearsal prior to event, and assistance with floorplan layout
- Your choice as needed of caterer and other third-party vendors
- Gallery gift bag - canvas tote and swag
- Use of industrial ice machine
- Use of gallery event supplies and equipment items (full checklist page 5 this document), such as folding chairs, tables, coolers, bar, etc.

ADDITIONAL OPTIONS

- $10/each: White linen rental for round tables either height
- $10/each: Gray linen rental for 8′ rectangular table
- $50/hr: Clean-up assistance (our staff assist your set-up crew or caterer)
- $150/hr: Full-service set-up/clean-up (≥ 4 weeks' notice required)
- $50/hour + tips: Bartender (≥ 4 weeks' notice needed)
- $150: Move modular wall and/or up to 3 artworks to accommodate event staging (≥ 2 weeks' notice needed)
- $350: Additional hour



PHOTOGRAPHY VENUE RENTAL PACKAGE: $600

- For clients interested in the artful backdrop of the gallery for a photo session that needs no additional set-up
- Up to 2 hours total
- Use of all furniture and fixtures as needed, provided anything rearranged is returned to its original position at the end of the session

NOTES AND CHECKLISTS

INCLUDED AMENITIES:

- ☐ (50) white folding chairs
- ☐ (8) 60" round dinner tables
- ☐ (5) high-top cocktail tables
- ☐ (2) large stainless steel caterer's coolers
- ☐ Rolling bar
- ☐ (1) 8' rectangular table
- ☐ (3) large metal trash cans
- ☐ (1) walnut-finish display easel
- ☐ (1) small bar cart
- ☐ (10) white display pedestals
- ☐ (10) chrome stanchions with velvet ropes
- ☐ House stereo speaker system via standard audio jack
- ☐ Various soft seating and benches
- ☐ Industrial ice machine
- ☐ Utility sink
- ☐ Non-public prep spaces
- ☐ Public restrooms
- ☐ Free parking in small lot west of gallery
- ☐ Free evening / weekend parking in lot across Walnut and lot at Wabash
- ☐ Access to gallery during your full rental timeframe, for your set-up and clean-up

ADDITIONS:

☐ Additional hour(s)	$350/hr
☐ White, 120" round linen rental	$10/ea
☐ Gray rectangular linen rental	$10/ea
☐ Set-up assistance	$50/hr
☐ Full-service set-up	$150/hr
☐ Full-service clean-up	$150/hr
☐ Bartender	$50/hr
☐ Modular wall / artwork relocate	$150
☐ Early supply drop-off (limited)	$100
☐ Late supply pick-up (limited)	$100

CLEAN-UP CHECKLIST:

- All furniture and fixtures returned to original placement
- All gallery-owned event supplies put away
- Bar top and other hard surfaces wiped down
- Trash taken to dumpster
- Floors spot-swept and spot-mopped
- All supplies brought in by renter removed
- A1 rental items gathered in designated area for pickup
- Linens bagged

RENTER NOTES / REQUESTS:

SIGNATURES

GALLERY:

_____
Signature

_____
Print name

_____
Date

RENTER:

_____
Signature

_____
Print name

_____
Date