



## EVENT SPACE RENTAL AGREEMENT AND CONTRACT

The Hive offers three spaces for venue rental: The Falcon's Nest Gallery, classroom, and front studio and gallery space. The rental agreement and fees have been developed with consideration of the space and our facilities. The Hive reserves the right to refuse rental for any events deemed inappropriate for the space or potentially damaging to the artwork. Each space provides utilities and limited kitchen facilities. A signed contract and the rental fee are required 14 days prior to the event to reserve the space.

### Venues and Rates:

- Falcon's Nest Gallery Space (occupancy limit of 50 persons) – venue for special events, meetings, presentations, screenings, and lectures.
- Hive Classroom – venue for meetings and groups or as an overflow space for Gallery events.
- Hive Studio Space – venue for private studio art events and temporary art displays.

Non-profits - \$35 per space per hour

Businesses and individuals - \$50 per space per hour

Payment is required upon signing of the contract. A cancellation request must be made one week prior to the event for a refund. Payments should be made to Cape Ann Art Haven. Cash and checks are accepted.

A staff member of The Hive is required to be on the premises at all times of building use. Rental time includes set up and clean up. Renter is responsible for all setup including chairs, tables and other furniture or equipment. Artwork may not be moved or altered by Renter unless given permission by a Hive staff member.

All functions must terminate at 11 pm. Post-event clean up is the responsibility of Renter. A staff member is to secure the building by midnight. Renter or caterer must remove all trash from the building at the end of the function. Cleanup will be monitored by The Hive staff and must be complete within the time constraints allowed.

The caterer or renter must contact The Hive concerning anticipated needs such as chairs and tables at the time of the return of the rental application. All food preparation and services must be arranged and provided by Renter. Alcohol cannot be sold, either directly or through a cover charge.



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Event Name/Description: \_\_\_\_\_ Event Date: \_\_\_\_\_

Set-Up Time: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Number of Guests: \_\_\_\_\_ Venue Space (s) to Rent: \_\_\_\_\_

Hourly Rate: \_\_\_\_\_ Rental Total Cost: \_\_\_\_\_

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

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email address: \_\_\_\_\_

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

## ACKNOWLEDGMENT:

I have read the policies of The Hive related to rental events and I agree to abide by these policies.

Renter's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The Hive Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_