

ENCOURAGING THOUGHTFUL PERCEPTION

GREMILLION & CO.

FINE ART, INC.

Event Rental Rates & Requirements

Rental Highlights

Use of gallery includes: the exhibits, kitchen, shipping and receiving areas, outdoor atrium and sculpture garden

Gallery Capacity

◆ Main Gallery

75—Seated dinner

125—Cocktail party

150—Seated concert, speaker or fashion show

◆ Annex (Downstairs Only)

120—Seated dinner

◆ Annex (Downstairs and Upstairs)

225—Cocktail party

◆ Sculpture Garden

40—Cocktail party

Rental Rates

◆ Main Gallery

Sunday-Saturday—\$4,000 for a three-hour party
(\$1,000.00 each additional hour)

◆ Main Gallery and Annex Building (Downstairs and Upstairs)

Sunday-Saturday—\$8,000.00 for a three-hour party
(\$1,000.00 each additional hour)

◆ Annex (Downstairs Only)

Sunday-Saturday—\$5,000.00 for a three-hour party
(\$1,000.00 each additional hour)

◆ Annex (Downstairs and Upstairs)

Sunday-Saturday—\$6,000.00 for a three-hour party
(\$1,000.00 each additional hour)

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Note: Rental rates include 2-3 hours for setup beforehand and 1-2 hours for cleanup after event

Rental Requirements

Please note that all required documents must be signed with final payment for event 30 days prior to the event. If the event is planned with less than 30 days remaining, all required documents and payment are due the same day as the booking of the event.

Insurance and Rental Requirements

- Renter must sign an Indemnity & Hold Harmless Agreement.
- Caterer must provide a \$1,000,000.00 minimum Certificate of Liability Insurance with Gremillion & Co. Fine Art, Inc. listed as the Certificate Holder.
- Renter must present a \$1,000,000.00 minimum Certificate of Liability Event Insurance with Gremillion & Co. Fine Art, Inc. listed as the Certificate Holder, including liquor liability.

Catering

- Renter will be charged a \$500.00 cleanup deposit if a non-preferred caterer is used.

Cleaning

- Renter or caterer is responsible for cleanup and excessive trash.
- Post-event decoration and rental pickup is required to be the morning after an event to respect our neighbors.

Deposit

- A 50% non-refundable deposit is required to hold the event date. The balance is due 30 days prior to the day of the event. If the event is planned with less than 30 days remaining, total payment is due the same day as booking the event. Payments can be made using check, credit card or cash.
- If the balance is not received 30 days prior to the day of the event, or on the date booked with less than 30 days remaining to the event, all payments received are forfeited to Gremillion & Co. Fine Art, Inc. and the event is cancelled.

Parking

- Renter must use valet parking for groups over 20 people (gallery can arrange upon request).
- Renters who purchase a rental that has been donated must pay for the use of the IBC parking garage for \$200 plus tax.

Reservations

- To reserve a date for an event, please contact Mary Anna Billingsley at mabillingsley@gremillion.com.

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Security

- Renter is required to hire security at the price of \$35/hr. per guard with a minimum of 4 hours paid by check or cash on the night of the event. Security guard minimum is based on the gallery's discretion. Security must begin shift 30 minutes prior to the event and must be present during event breakdown until the gallery is officially closed.

Vendor Rules

- Gremillion & Co. Fine Art, Inc. must approve vendors contracted prior to the event. All companies must carry proof of insurance, applicable health certificates and local business licenses.
- Gremillion & Co. Fine Art, Inc.'s rental agreement supersedes any contract a renter may arrange with other vendors.
- Gremillion & Co. Fine Art, Inc. must be advised of any deliveries planned prior to the setup time.

Weddings

- Gremillion & Co. Fine Art, Inc. requires wedding clients to have a wedding planner.