

ENCOURAGING THOUGHTFUL PERCEPTION

GREMILLION & CO.

FINE ART, INC.

Event Rental Rates & Requirements

Rental Highlights

Use of the gallery includes: the exhibitions, bar area, shipping and receiving areas, and sculpture garden.

Gallery Capacity

◆ Main Gallery

75—Seated dinner

100—Cocktail party

115—Seated concert, speaker or fashion show

◆ Annex (Downstairs Only)

120—Seated dinner

◆ Annex (Downstairs and Upstairs)

225—Cocktail party

◆ Sculpture Garden

30—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.
- Caterers may not cook inside of the gallery. We recommend an outdoor popup tent for any cooking needs.

Cleaning/Trash

- Renter or caterer is responsible for cleanup and excessive trash, and their own trashbags.

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/Valet

- Renter must use valet parking for groups over 20 guests.
- Those who have received a discounted or donated rental 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. Two guards must be present if there is alcohol served. 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.
- All vendors must pick up rentals between 9 a.m.-12 p.m. the next business day to respect our neighbors.
- Tape/adhesive is not allowed on the floors.

Weddings

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