




TOUCHSTONEGALLERY

SINCE 1976

901 New York Avenue NW Washington DC 20001 • Wed-Fri 11-6 Sat-Sun 12-5 • 202-347-3787 •    @touchstonewdc
www.touchstonegallery.com • info@touchstonegallery.com

EVENT RENTAL CONTRACT

Contact person: _____

Organization: _____

Phone _____ E-Mail: _____

Address: _____

Event Description (how will space be used?): _____

Date and time of rental: _____ (including set up and clean up)

Number of guests expected: _____

By signing this rental agreement, I agree to the terms summarized below and more fully described in paragraphs 1-19 on pages 2-3 or this contract. In summary, the renter agrees to:

- Pay the TOTAL Rental Fee of \$_____**, including a non-refundable deposit equal to 25% of the total due when this contract is signed. *(Paragraph 1 below)*
- Pay the remainder of the total fee three business days before the event. *(Paragraph 1 below)*
Pay a refundable damage deposit of \$1000.00 prior to the event, or leave a credit card number on file that can be charged in the event of damage. *(Paragraphs 2, 10 below)*
- Hire third party **security** company for the duration of the entire use of the gallery. *(Paragraph 5 below)*
- Obtain a **Certificate of Insurance** with at least \$1 million coverage, naming the Touchstone Gallery as an additional insured party for the day of the event, and provide a copy to the gallery at least three business days prior to the event. *(Paragraph 3 below)*
- Leave the gallery in the condition it was found and remove all trash at the end of event. *(Paragraphs 2, 17 below)*
- Hire a professional catering company or event organizer for the duration of the event. (Self-catering is not permitted.) *(Paragraph 16 below)* Provide **Catering/Event Organizer name and contact information:**

I, (print name) _____ of _____ am authorized to enter a legally binding contract with Touchstone Gallery. I have read Touchstone Gallery's rental policy in its entirety and **agree to all terms and conditions stated above and below.**

Touchstone Gallery accepts payments by check, money order, AMEX/VISA/MasterCard, cash or wire transfer. Please note that all fees associated with a wire transfer for event rental or refunds of refundable deposits are to be paid by renter. Any questions about this contract should be directed to Ksenia Grishkova, Gallery Director at info@touchstonegallery.com

Rental contract is 3 pages' total. Please sign each page.




Signature of Renter _____ Date _____

Signature of Touchstone Gallery Director _____ Date _____



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TERMS:

1. *Total Rental Fee and Non-refundable Deposit:* A deposit of 25% of total amount is due upon signing the rental agreement and is non-refundable. The balance is due three business days before the event. Failure to provide payment at appointed times will void the contract, and all prior payments will be non-refundable. Each additional per hour will be charged if event starts earlier or ends later than agreed upon.
2. *Refundable Deposit/Damage to Premises or Art Work:* In addition, a \$1000 security deposit must be paid prior to the start of the event. In the alternative, a credit card authorization form can be filled out allowing the gallery to charge the cost of the damage after the event. This deposit is completely refundable within 10 business days after the event if no damage has occurred, nothing is missing and no abnormal or excessive cleaning of gallery space is required. Damage to or loss of art work in the gallery during set-up, the event or cleanup is also the full responsibility of your organization at 100% of the sale price. (See also paragraph 10 below.) If any damage exceeds the amount of the deposit, renter agrees to pay the additional amount.
3. *Liability and Insurance:* The renter is wholly and solely responsible for any damages or liability resulting from the renter's occupation of the premises, including any damage or liability arising from alcohol consumption by the renter or its guests in connection with the renter's occupation or use of the premises. Renter must obtain a **Certificate of Insurance** naming the Touchstone Gallery as an additional insured party for the day of the event. The policy should provide liability coverage of no less than \$1,000,000.00. Email a copy of the policy to info@touchstonegallery.com or mail/drop off attn. Ksenia Grishkova, Director, Touchstone Gallery 901 New York Ave. NW Washington DC 20001 Certificate of Insurance is due 3 business days before the event.
4. *Event Staffing:* The renter or designated representative must be on site throughout the event. The gallery will provide a staff member to assist with questions during setup and reception. The Gallery staff member DOES NOT do clean-up or set-up, as this is the responsibility of the renter. It is wholly and solely the responsibility of the renter, and in no respect the responsibility of the Gallery, to check the identifications of individuals who will consume alcohol in connection with the renter's occupation or use of the premises to assure that those individuals are 21 or more years of age.
5. *Security Staffing:* It is the policy of Touchstone Gallery to require all parties renting the gallery for an event to hire third party security for the duration of the event. Security to be provided exclusively by "Massive Entertainment," and must be contracted directly with the renting party. Massive Entertainment (Event Security) www.massiveusa.com Please contact: Lance Hogan at 301-541-7725 E-mail: info@massiveusa.com 4 hours limit - \$23 per hour
6. *Printed and verbal reference to the site:* The director must approve of all publicity concerning the gallery. Failure to comply will result in a \$300 fine. Licensee shall not, without Touchstone's prior written consent, install any interior or exterior signs, placards, banners or the like inside or on exterior sidewalk.
7. *Photographs:* Renter will permit Touchstone Gallery to take photographs of the event, and permit Touchstone Gallery to use the photographs for promotional purposes on the gallery website and in gallery literature.




Signature of Renter _____ Date _____

Signature of Touchstone Gallery Director _____ Date _____



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8. Artwork: The Gallery will furnish a clean space with artwork that fills the majority of the gallery walls.
9. Artwork removal: The Gallery will not remove or obscure any significant element(s) of an exhibition to accommodate events. At no time will artwork or furniture be moved without prior permission. All installations or shows are to remain intact unless agreed with the director prior to the event. There can be absolutely nothing hung, nailed, or taped to the walls without the permission of the director.
10. Damage to Artwork: In the event of damage to any artwork or to the physical condition of any and all public places within Touchstone Gallery or the 901 building itself caused by a renter or guests, the renter will be held solely responsible and will be billed accordingly. This includes, but is not limited to, scratches, nicks, breaks, or marks of any kind.
11. Not Permitted: Beer kegs; smoking; loud music; use of the sidewalk. Amplified instruments must use reasonable volume. Management and staff may require musicians to lower volume or shut down if not able to comply.
12. No bird seed/rice: In the case of weddings, flower petals may be used, but not rice or bird seeds.
13. Dancing: Permission for dancing will depend upon the exhibition and must be approved prior to the event.
14. Parking: The gallery does not provide parking. Several parking garages are nearby. Metered parking is available in the neighborhood. Recommendations for valet parking companies available upon request.
15. The gallery is ADA compliant.
16. All food, beverage and equipment for the reception must be subcontracted by your organization, with a professional caterer. Self-catering is not permitted.
17. Storage: Removal of rental equipment may be scheduled with the director for the following day. A fine of \$100/day will be charged for delayed pick up.
18. Items Removal: Renter is responsible for removing all articles brought in during the rental event. All food waste and bottles must be removed from the building after the reception. Touchstone Gallery cannot assume responsibility for items left by guests or the renter. At the end of the event, your organization will be responsible for cleaning and returning the gallery back to its original condition.
19. Cancellation: Should severe weather or uncontrolled events such as a power failure due to fire, casualty, acts of God, strikes, national emergency, or other cause beyond the control of Touchstone Gallery necessitate cancellation, the renter will be notified as soon as possible and an alternate date will be offered for the same time at no additional expense. If the alternative date is not acceptable to the renter then any amount paid by the renter will be refunded. In case of cancellation by the renter, any related costs incurred in preparation for the event are the responsibility of the renter and all payments already made are non-refundable once received by Touchstone Gallery.

Signature of Renter _____ Date _____

Signature of Touchstone Gallery Director _____ Date _____