



UNION
STREET
GALLERY

Gallery Rental Overview

FACILITY

An art gallery is a stunning, unique and engaging venue for events. Union Street Gallery is a dedicated not-for-profit arts center with 2 floors of contemporary gallery space and a third floor housing artist's studios. The 2nd floor is a unique wrap around balcony level that can be seen from the first floor and iron beams original to the building run across the high ceiling. The main gallery space (1st and 2nd floor) are available for private rentals.

- Capacity: 125 people standing; 75 seated (*capacity subject to change based on current exhibit*)
- Gallery style track lighting (not dimmable)
- 2 single person bathrooms located on the first floor

Union Street Gallery hosts several rental events throughout the year including fundraisers, meet and greets presentations, fashion shows, dinner parties, and other types of professional and social events. As an art gallery our first concern is the safety of the artwork; thus the gallery must use discretion when renting out our facilities. Additionally, the studio spaces are never part of the rental. *The Gallery is not rented out for events unless an exhibit is in place.*

Rental Includes:

- Use of the main gallery & 2nd floor mezzanine, and lobby area *
- One gallery staff member to oversee the gallery/artwork during the event
- Use of back counter space on the first floor
- Use of Gallery equipment including:
 - (6) 6x2 ft rectangular tables
 - 40 wooden folding chairs

* *Gallery space and square footage available subject to change based on art exhibits. Renter should consult the gallery about the current exhibit.*

SCHEDULING

- We try to only schedule events when we have an exhibit on display. Please check out the exhibition calendar on our website.
- We have a residential property that shares a wall with our building. For that reason, music must end by 11pm.

RATES

- **\$100 an hour rental rate** *Discounted rates are available for documented non-profit organizations.*
- Rental time includes a minimum 1 hour for set up and a minimum 1 hour for clean up, additional set up and clean up hours can be added
- Rentals must be a minimum of 3 hours, and a maximum of 6 hours
- To book an event, the renter must make an appointment with gallery staff to go over rental contract. A non-refundable 50% deposit of the hourly rate is required at the time of booking to officially hold the date.
- The remaining balance and a security deposit are due two weeks prior to the event. Failure to pay balance in advance will result in termination of event.

- Union Street Gallery requires an additional **security deposit of \$200** for potential damage, clean up and late fees. It is our understanding that the renter will try their best to be prompt in exiting the premises when the rental has concluded. The Gallery is collecting the additional deposit in case the Renter is not able to exit the Gallery after full clean-up is concluded in a timely fashion. The additional fees will be used to pay staff overtime and Gallery utilities cost. The fees will be charged at \$25 for every 15 minutes over the rental end time. The Renter shall remove all personal property, trash and other items that were not present when the Renter took control of the space. Rates for Union Street Gallery Staff to move or rearrange furniture and accessories will be billed at a rate of \$25 per man-hour. Damage fees and rates incurred are at the discretion of the Gallery Director. **The Renter must pay for any artwork that is damaged during the event.** Non-compliance of this agreement will result in denial of future rentals and possible litigation. The deposit can only be returned by the method it was paid (cash or check) from the Gallery and will be done so on the following Tuesday or Wednesday through the mail, or for pick up Thursday. The Gallery does not keep cash on premise. By signing the agreement below, you are in full agreement of this policy.

INSURANCE AND LIABILITY

- Renter assumes all liability during their rental event, including injuries and damages to artwork or gallery property. USG does not cover damage or loss to renter property while on gallery premises.
- If the event is catered, Caterer Liability insurance is required. If alcohol is served, Liquor Liability insurance is required. *Full service caterers usually carry Liquor Liability insurance. Consult your caterer or insurance agent.*
- **Proof of insurance is due two week before the rental with the final payment and security deposit.**

SET-UP/CLEAN UP

Set-up & Clean-up is the responsibility of the renter. Additional tables, chairs, linens, extension cords, and related event accessories are the responsibility of the renter. The Gallery does not carry these items. All tables and chairs must be away from the walls to prevent damage to the artwork.

All rental equipment fees and install/take-down are the responsibility of the renter.

DECORATING

The renter may decorate according to the specifications of the gallery director only. Decorations are usually limited to the lobby and tables. Please no balloons.

How much will my rental cost?

- \$200 (1 hr set up & 1 hr clean up) + _____ hrs X \$100 = _____ Total cost of rental
- \$200 security deposit
- Liability insurance – secured on your own, submit a copy to the gallery before or with your final payment.
- Liquor license if your event involves any sales, or does not have a licensed and insured bartender

When do I pay?

50% of the total rental cost = Due as soon as you want the date officially held

The remaining 50% = DUE at least two weeks before your event

To contact the gallery about an event rental please contact the gallery to schedule an appointment or answer any additional questions at eventrentals@unionstreetgallery.org.