



The Strand Center for the Arts
 23 Brinkerhoff Street
 Plattsburgh, N.Y. 12901
 Ph: 518-563-1604 | email: gallery@strandcenter.org

The Strand Center for the Arts Gallery Rental Agreement

The Strand Center for the Arts (SCA) agrees to rent the follow space(s) and/or supplies to

(Renter) _____

Name/Describe Event: _____

Contact Person: _____

Contact Phone(s): _____

Contact Email: _____

Address: _____

Space(s): _____ SCA Gallery _____ Upstairs Classroom _____ Other

Start Date: _____ Event Time: _____

Set up time: _____ End Date and Time: _____

Summary of Rental Cost:

Rental Fee: The rental fee is \$75.00 per hour. There is a minimum of 2 hours per rental. A deposit of \$100.00 is required for each rental. The deposit is non-refundable. Basic set-up and clean-up for event are included in the hourly rental fee.

Regular Fee: \$75.00 X _____ Hours = _____

For renters wishing to serve alcohol, a fee of \$50.00 is added to the gallery rental cost for the cost of obtaining a permit. In addition, if it is NOT a cash bar, the cost of wine or beer bought by the SCA will be added to the cost of the permit.

Regular Fee w/ Alcohol: \$50.00 X _____ Hours + \$50.00 (+Cash Bar or Cost of Alcohol) = _____

If the renter wishes to rent the gallery after the regular hours of operation for the gallery, an additional \$20.00 an hour is applied to the rental cost to provide staff for the event.

After Hour Fee: \$75.00 X _____ Hours = _____

After Hour Fee, w/ Alcohol: \$70.00 X _____ Hours + \$50.00(+Cash Bar or Cost of Alcohol) = _____



The Strand Center for the Arts
23 Brinkerhoff Street
Plattsburgh, N.Y. 12901
Ph: 518-563-1604 | email: gallery@strandcenter.org

The Strand Center for the Arts agrees to provide Renter:

- A clean area.
- Access to the area for the duration of the above agreed upon event.
- Use of the SCA kitchen area.
- Use of the SCA main floor restrooms.
- Use of SCA folding tables and chairs.

Renter Agrees To:

- Abide by the dates, time and project outlined in this agreement
- Provide to SCA responsible contact person/information for problems during event.
- Assure the event is staffed by responsible Renter contact.
- Submit signed Gallery Rental Agreement to the Strand Center for the Arts, 23 Brinkerhoff Street, Plattsburgh, NY 12901 30 days prior to event w/ deposit.
- Provide proof of liability insurance (attached to the agreement if applicable) in the amount of \$1,000,000 naming the Strand Center for the Arts as additional insured for any and all liability by reason of renting the space.
- Respect and protect the property of the Strand Center for the Arts and its grounds.
- Be respectful of classes and other SCA events if taking place simultaneously.
- Handle all sales transactions; any tax liability is the sole responsibility of the Renter.
- Do not touch or move the artwork in the gallery or other property belonging the SCA.
- Be liable for any damages to the space incurred by themselves or any guests.
- Present and receive approval from the Strand Center for the Arts for use of any marketing materials, including press releases, ads, flyers, signs, posters, etc. (if applicable).
- Oversee parking area to ensure that patrons are parking in approved areas.
- Be responsible for the actions of all of their guests.

General Terms:

SCA reserves the right to refuse to schedule or to cancel any exhibition or rental for any reason that might place SCA in jeopardy socially, physically or legally.

Indemnification:

Renter agrees to defend, hold harmless, and indemnify SCA from any and all claims, actions, and/or liability, arising out of Renter's negligence or those of a third party, whether it be sole or in concert with others, in connection with performance of the services described herein.



The Strand Center for the Arts
23 Brinkerhoff Street
Plattsburgh, N.Y. 12901
Ph: 518-563-1604 | email: gallery@strandcenter.org

Release:

1. I hereby release and discharge SCA, their staff, volunteers, directors and all sponsoring organizations and their directors, from any responsibility, personal liability, claims, loss or damage arising out of rental of this space. I agree to abide by all of the above rules and guidelines set forth by this agreement, and understand failure to do so could result in my removal from the space. I understand that this agreement must be signed by both parties and be accompanied by payment and proof of liability insurance (as outlined above) in order to be a completed agreement. I understand and accept the above terms.

Renter Signature

Date

SCA Executive Director

Date

I have enclosed: N/A Payment Signed Agreement Proof of insurance

Please mail all of above to the Strand Center for the Arts, 23 Brinkerhoff Street, Plattsburgh, NY 12901.

For additional information, please call (518) 563-1604.