



# PRO ARTS GALLERY RENTAL AGREEMENT

Please read guidelines carefully.

For Pro Arts Use Only:  
Event Date: \_\_\_\_\_

Client Name: \_\_\_\_\_ Date of Event/Program: \_\_\_\_\_

Begin Time (Includes set-up): \_\_\_\_\_ End Time (Includes clean-up): \_\_\_\_\_

Client Address: \_\_\_\_\_

Client Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Event/Program Contact Name: \_\_\_\_\_ Event/Program Contact Phone: \_\_\_\_\_

Description of Event/Program; Also, please attach promotional samples: \_\_\_\_\_

Estimate Attendance: \_\_\_\_\_

- Check one:  Public  Private  
 Check one:  One-time event  Recurring event/program

### Check all applicable fees:

- \$500 Corporate, Commercial or Private use (4 hours) \$ \_\_\_\_\_
  - \$300 Individual Artist(s) or Group for workshop, lecture, etc. (4 hours) \$ \_\_\_\_\_
  - \$300 Nonprofit Organization with copy of 501©3 letter (4 hours) \$ \_\_\_\_\_
  - No Fiscal Sponsors Accepted.
  - \$100/hour for time over 4 hours. No. of hours: \_\_\_\_\_ X \$100 \$ \_\_\_\_\_
  - \$50 tables and chair rental No. tables: \_\_\_\_\_ No. chairs: \_\_\_\_\_ \$ \_\_\_\_\_
  - Donation \$ \_\_\_\_\_
- TOTAL: \$ \_\_\_\_\_

Please return signed agreement to Pro Arts. DO NOT SEND PAYMENT. Pro Arts staff will contact client to confirm details and arrange for payment. Thank you.

My signature verifies that I have thoroughly read and understand the terms as outlined, and I accept the terms and conditions set forth in this agreement.

Client signature \_\_\_\_\_ Date \_\_\_\_\_

### FOR PRO ARTS' USE ONLY:

COLLABORATIVE PRODUCTION/FEE WAIVER Authorized Signature \_\_\_\_\_

Cash  Check (payable to Pro Arts)  Charge Visa/Mastercard

Account # \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Signature \_\_\_\_\_ CV Code: \_\_\_\_\_

Payment Type Info:  Check #: \_\_\_\_\_  CC Approval Code: \_\_\_\_\_

Deposit Amount: \_\_\_\_\_ Date: \_\_\_\_\_ Receipt: \_\_\_\_\_

Payment \_\_\_\_\_ Date: \_\_\_\_\_ Receipt: \_\_\_\_\_

Payment \_\_\_\_\_ : \_\_\_\_\_ Date: \_\_\_\_\_ Receipt: \_\_\_\_\_





## PRO ARTS GALLERY RENTAL TERMS OF AGREEMENT

**About Pro Arts:** PRO ARTS supports the arts within communities by serving the ongoing needs of artists. PRO ARTS was founded in 1974 as the Alameda County Neighborhood Arts Program.

### TERMS:

#### I. Use of Gallery Space:

- A. CLIENTS must take full caution for the artwork displayed during current exhibition. This includes notifying persons at the event/program to be careful and respectful. Client shall be responsible for costs to repair any damage to the Premises occurring as a result of acts or omissions of Client or Client's guests, damages are payable immediately upon receipt of invoice.
- B. Client must identify an event contact to facilitate set-up, staffing needs and clean up of the event and to serve as main contact for the duration of the event/program.
- C. Display: Client may NOT DECORATE WALLS for the event/program. Banners, posters, artwork or any other signs must be affixed to free-standing supports. Client may not make holes in the gallery walls for presentation of any work or information. Artwork may be presented on free-standing walls/partitions, easles, pedestals or tables.
- D. Smoking: Smoking and/or lighting of any substance is NOT permitted in the gallery.
- E. Food/Drinks: Client provides any and all refreshments and supplies—including cups, napkins, additional trash bags, etc. Client may bring in outside food for the event, but all food and garbage MUST BE DISPOSED OF BY THE END OF THE EVENT. This includes sweeping and wiping down tables. The space must be returned to the condition it was in upon arrival. Client may incur additional Cleaning Charge in the amount of \$100 if condition not met.
- F. Alcohol for public events is ONLY permitted with Alcohol Beverage Control Bureau one-day license issued to Client on the date of event/program. Pro Arts does not provide an ABC license for client's event.
- G. Public Events: The Client agrees responsibility for all promotion. Events are open to the general public unless specified as a private event.
- H. Liability: The Client agrees to hold Pro Arts, Inc. and its employees free from any liability or claim for damages or suit for or by reason of any injuries to any person or property of any kind whatsoever, from any cause whatsoever, arising out of the use and occupation of the premises by the renting party; and the renting party hereby covenants and agrees to indemnify and save harmless Pro Arts' gallery from all liability or damage on account of or by reason of any such injuries or damage.
- I. Pro Arts representative will be onsite during the client's event/program.
- J. Pro Arts provides basic equipment for the event/program by request. Equipment includes chairs and tables, and one microphone and speaker.
- K. Client has access to restroom facility.
- L. Client ensures fire exits remain free from obstruction.

**II. Deposit:** 50% deposit is necessary to secure gallery use for client's event/program. (25% of gallery use fee is non-refundable). Balance payable before date of event/program.

**III. Maintenance:** The space must be returned to the condition it was in upon arrival. CLIENT may incur additional cleaning charge in the amount of \$100 if condition is not met.

**IV. Cancellation:** Cancellation by the client releases PRO ARTS from further obligation. In the event of cancellation by PRO ARTS, the full deposit shall be returned to the client.