**Lincoln Arts Institute**

GALLERY RENTAL CONTRACT

Reserve A Date

To reserve a date for an event in the Lincoln Arts Institute gallery on the 1st floor, the Lincoln Arts Institute (LAI) requires a signed contract and a deposit of $50. Only then will a date be removed from the booking market. This deposit, which is non-refundable, is applied toward the total rental cost. Reservations may be made on-site with a signed contract and reservation deposit in any form. Contracts can be printed from our website: www.lincolnartsinstitute.com filled out, scanned, and emailed to info@lincolnartsinstitute.com with payment on the website. A contract can be mailed in with a check payable to ‘LAI’. Before making payment, confirm that the date is open.

Fees and Payment

The base Room Fee to rent the gallery is $175. The base rental fee provides a 4-hour block of time for the actual event. Additional hours may be added at $50 for each hour (any part of an hour is considered a full hour). There is no charge for the time it takes to set-up and clean-up, but this may be limited. The 1st payment is the Room Deposit of $50 to initiate the contract. The Final payment is due 2 weeks prior to the event.

Included in the base rental fee:

• General room lighting, heating, and air conditioning

• Sound system, including microphone & stand

• Mini refrigerator and bar

• use of all available furniture: tables, chairs, easels, etc.

Cancellation and Refunds

If you must cancel your event, the distribution of funds will be based on this schedule: If you cancel 30 days or less prior to the event, 100% of the Room Fee will be kept by or owed to LAI. Any Final Fees such as Set-Up, Clean-Up and Extra Hour Fees will be refunded. If you cancel 90 - 30 days prior to the event, the Deposit of $50 and 50% of the remaining Room Fee will be kept by LAI. 50% of the remaining Room Fee will be refunded. Any Final Fees such as Set-Up, Clean-Up and Extra Hour Fees will be refunded. If you cancel 90 days or more prior to the event, all the Room Fee will be refunded, less the $50 deposit.

Room Deposits are not refundable.

Start Time and End Time

A start time of an event may vary according to the day.

Set-Up / Clean-Up

The party may choose to set up and clean-up themselves or pay LAI staff or a caterer to do so. Check in with staff to learn how early set-up may begin. Saturday set up may only begin on the day of the event. With payment of the set-up fee, LAI staff begin at 10:00am. The party can then arrive at 11:00 to decorate. If the party prefers to set up furniture, they may begin at 10:00am. The party has access to the facility the entire day unless otherwise informed. The party is responsible for all set-up and clean-up activities unless paying staff to do so. Personal items must be removed that evening – with exceptions: rented items which may be removed by vendors the next business day, which for a Saturday event is Monday. No leftover food, beverages and/or trash may be left in LAI facility or anywhere else in the entire building. Unless the Clean-Up fee is paid, the party is responsible for putting away all furniture, sweeping and perhaps wet mopping the floor, removing all trash during and after the event and placing it by the back door. Floors, counters, and restrooms must be returned to their original condition. If the party self-caters food or alcohol, they are responsible to put the kitchen or bar back to its original state, even if the Clean-Up Fee is paid.

Set-Up Fee

For a minimum $50 fee, LAI staff will set-up for an event. This includes setting up all tables and chairs according to a floor plan developed by the party and staff. Set-Up may also include placing tablecloths and possible misc. other items as agreed upon. LAI does not provide tablecloths. Set-up does not include decorations, table settings, etc. However, an extra fee may be assessed for special set-up situations, if needed.

Clean-Up Fee

For a minimum $50 fee, LAI staff will remove garbage, furniture (if furniture is rented it will be placed for pick up), tablecloths, sweep the floor and restore the gallery and kitchen to its original state as stated above. An extra fee may be assessed for special clean-up situations.

Decorations

Table decorations, free-standing decorations or items placed on easels are allowed. Decorations and lights may be attached to the ceiling and pillars with staff approval and fixed with staples or nails. All decorations, staples, nails must be removed by the party after the event.

LAI will not approve: Use of candles, open flame, incense, or anything that produces smoke or fumes like smoke machines and/or pyrotechnic equipment. Decorating, covering, moving, or removing art on display. Use of self-adhesive decorations on walls or furniture. Use of glitter, gel balls, confetti, bubbles and/or similar materials that are difficult to clean up.

Artwork On Display

Artwork on exhibit in the gallery at the time of your event is the property of the artist(s) and is being exhibited under contract with LAI. Guests may not touch, remove, reposition and/or relocate artwork or reposition exhibit lighting. Artwork that is endangered may be removed or protected by staff only. The party is not responsible for accidental damage to artwork; only if it is willful.

**Standard Terms and Conditions**

By signing this contract, you agree to abide by its standard terms and conditions. The Lincoln Arts Institute reserves the right to amend, modify, delete and supplement the standard terms and conditions in any manner that LAI deems reasonably necessary for the safe, orderly, proper and efficient operation of the LAI facilities. LAI agrees to give reasonable notice in writing to you if LAI decides to revise the standard terms and conditions, and these revisions shall be binding on you as of their stated effective date as if they were incorporated in the original standard terms and conditions. LAI, employees and volunteers engaged in operating and maintaining the LAI facilities, shall have access to these facilities during an event at all times. You also agree to indemnify, defend against and hold harmless LAI, employees and volunteers from and against any claims, suits, damages, actions, liabilities, costs and expenses (including reasonable costs of investigation and attorney fees growing out of injury or death of any person(s) or damage to property (including your property) related in any way to your event, LAI facilities and/or the building of 112 S McLean Street.

I understand and agree to all terms and conditions stated in this contract:

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contract Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I have read the Basic Information page and agree to share the information with others in my party. \_\_\_\_\_\_\_\_ (initials)

Event Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Event Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Description:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Organization:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Set-Up Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Event Start Time:\_\_\_\_\_\_\_\_\_\_\_\_\_Event End Time:\_\_\_\_\_\_\_\_\_\_\_

Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City/State/Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2nd Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Caterer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Liability Insurance Vendor (only if serving alcohol):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1st Payment $50

Reservation Deposit PAID ON \_\_\_\_\_\_\_\_-\_\_\_\_\_\_\_\_-\_\_\_\_\_\_\_\_

\_\_\_Cash \_\_\_PayPal \_\_\_Credit Card \_\_\_ Check \_\_\_Venmo

Final payment (includes set up/ clean up and extra hours)

$\_\_\_\_\_\_\_\_\_\_\_\_\_ PAID ON \_\_\_\_\_\_\_\_-\_\_\_\_\_\_\_\_-\_\_\_\_\_\_\_\_

\_\_\_Cash \_\_\_PayPal \_\_\_Credit Card \_\_\_Check \_\_\_Venmo

Set-Up Fee $\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_

Clean-Up Fee $\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_

Extra Hours ($50 ea) $\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_

Cancellation \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_ $ \_\_\_\_\_\_\_\_\_\_\_ #\_\_\_\_\_\_\_

Refund \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_ $ \_\_\_\_\_\_\_\_\_\_\_ #\_\_\_\_\_\_