

Event Title: _____ Event Date/Time: _____



Confluence Gallery and Art Center
104 Glover Street
Twisp, WA 98856
509-997-ARTS www.confluencegallery.com

Rental Agreement

Reservation/Damage Deposit	\$50 (refundable up to two weeks prior to the event) Deposit is due in advance to reserve rental date, and will be applied to the final Rental Invoice as a credit after the event is completed.
Rental Fee	0 – 75 guests \$75 for four hours 35 max guests for sit-down event Staff time: \$15 per hour (if requested)
Catering area	Food assembly area with sink provided with rental
WA State Banquet Permit	\$10 banquet permit required if serving alcohol – purchase online at http://www.liq.wa.gov/licensing/banquet-permits
Curators Tour	\$35 fee Gallery staff will tour your guests through the current exhibit
Digital Projector Fee	\$40 gallery staff will set-up and tear down the digital projector Equipment compatibility cannot be guaranteed. Testing ahead of time is highly recommended.
Set-up/Breakdown Fee (optional)	\$50 renter may waive this fee by setting up and breaking down the tables and chairs themselves.
Gallery Cleaning Fee (optional)	\$50 renter may waive this fee by cleaning up after the event themselves
Key drop	Renters are required to lock front door and exit out the rear (if no staff is present).

We have the following available for use during your event at no additional charge:

35 mixed folding chairs
7 six foot tables (tablecloths not available)

Rental Hours: Monday - Friday after 5:30pm, Saturday after 4pm, Sunday all day. **All events** must end by 11pm.

Cancellation Policy: Cancellations made more than two weeks prior to the event will receive a full refund of the deposit. Cancellations made less than two weeks before the event will be refunded 50% of the deposit.

Clean-up must take place immediately following the event. All areas used must be cleaned and left in an “as found or better” condition. If the gallery is unsatisfactorily clean after the event, all or part of the damage deposit may be retained by the Gallery to cover cleaning charges. Please refer to the Event Cleaning Checklist for further details on renter cleaning responsibilities.

Additional fees may be paid to have staff breakdown and/or clean after the event. Staff must be notified three weeks prior to the event if these services are requested. Refer to the fee schedule above for more details.

Contact Information:

Phone: 509.997-ARTS

Address: 104 Glover St Twisp, WA 98856

www.confluencegallery.com

*** Rental Disclaimer and Policies:**

Confluence Gallery is a great place to host an event. However, we are an exhibition space and gallery store that has unique, one-of-a-kind art and fragile inventory. One or more staff member can be hired to be on site during the event, in order to answer questions and supervise the safety of the facility and guests. If staff is present, Guests are welcome to purchase items from the Gallery gift shop or exhibits during the event.

Renters agree to be responsible for the actions of themselves and their guests. Renters will accept charges deemed reasonable by Confluence Gallery for cleaning or damages to the facility or its contents – including exhibit artwork- by the Renters and/or Renters’ guests. Children are welcome, but renters and guests are responsible for their supervision at all times. At no time are children allowed unsupervised in the anywhere in the building. Confluence Gallery highly recommends that renters acquire special event insurance.

Renters agree to provide their own food, refreshments, decorations, and supplies. A Rental Invoice will be created and mailed to the renter following the event. Any outstanding fees will need to be paid in full within 30 days following receipt of the invoice, unless other arrangements are made with Confluence Gallery.

I have read the above information and understand and agree to this Rental Agreement:

Signature _____ Date _____

Print Name _____

Address _____

Phone _____ Email _____

Signature of Confluence Gallery Representative _____ Date _____

Name and Title: _____

Reservation/Damage Deposit	\$50 (refundable with 2 weeks notice of cancellation)	Paid:
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