

The Strand Center for the Arts

23 Brinkerhoff Street
Plattsburgh, NY 12901

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 \$50.00 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. Set-up and clean-up for event are included in the hourly rental fee.

\$50.00 X _____ Hours = _____

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.
- Provide proof of liability insurance (attached to the agreement) 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 responsible for opening and securing the space each time SCA is used. Turn lights off when SCA is not being used.
- 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 to the SCA.
- Leave space in the same condition in which it was rented.
- Present and receive approval from marketing coordinator of the Strand Center for the Arts for use of any marketing materials, including press releases, ads, flyers, signs, posters, etc.
- Oversee parking area to ensure that patrons are parking in approved areas.
- Take all trash from event to the outdoor dumpster located in the parking lot between 23 and 25 Brinkerhoff Street.

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.

Release:

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: 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.