

EVENT SPACE RENTAL AGREEMENT

ALL WAYS Art Gallery
412 Lincoln Ave., Fox River Grove, Illinois 60021

This Event Space Rental Agreement is entered into on _____ between ALL WAYS Art Gallery, referred to as the Gallery, and _____, referred to as the Renter.

1. Premises

The Gallery agrees to rent the main gallery space to the Renter for private use on:

Date(s): _____

Time: _____

The minimum rental period is three hours at \$65 per hour.

Total Rental Fee: \$_____

A deposit equal to 50% of the total rental fee is due at the time of booking to secure the reservation. The remaining balance is due prior to or at the start of the event unless otherwise agreed in writing. The deposit is non-refundable if the cancellation policy outlined in Section 9 is not met.

2. Included Amenities

The following amenities are included with rental:

- Two folding tables (one large, one medium)
- Twenty folding chairs
- Free Wi-Fi
- Bluetooth speaker
- Street parking nearby
- Paid parking available at the train station

All ages are welcome in the space.

3. Permitted Use

The space may be used for meetings, celebrations, workshops, private viewings, or similar gatherings. Guest count must not exceed the agreed booking size. No subleasing or transferring of bookings to another person without written approval from the Gallery.

4. House Rules and Restrictions

The following rules are strictly enforced:

1. No smoking, vaping, or drugs inside the premises.
2. Outside food and drinks are allowed. Renter must clean up after use.
3. No glitter, confetti, or open flame candles. LED candles are permitted.

4. Noise must be kept at a reasonable level as this is a shared building.
5. No pets unless they are legally recognized service animals.
6. Do not use gallery supplies, products, or materials unless explicitly permitted.
7. Set up and clean up time must be included within the booked rental hours.
8. Furniture and equipment must be returned to their original position at the end of the booking.
9. No touching, handling, or disturbing artwork under any circumstances.

Failure to comply with any house rule may result in immediate termination of the event without refund.

5. Artwork Protection

ALL WAYS Art Gallery is an active exhibition space. Touching, moving, leaning items against, or otherwise disturbing artwork is strictly prohibited. Any damage to artwork, walls, flooring, furniture, or equipment will be assessed and charged to the Renter.

6. Clean Up Responsibilities

The Renter is responsible for:

- Placing all trash in designated garbage receptacles
- Removing all personal items brought into the space
- Returning furniture and equipment to their original positions

The Gallery will handle general cleaning after the event.

7. Damage and Liability

Damage to the space, artwork, or equipment will be charged to the Renter at replacement or repair cost. The Renter assumes full responsibility for all guests and activities during the rental period. The Renter agrees to indemnify and hold harmless ALL WAYS Art Gallery from any claims, injuries, damages, or losses arising from the event, except in cases of gross negligence by the Gallery.

8. Insurance

The Gallery reserves the right to require proof of event liability insurance depending on the nature and size of the event. If required, proof must be provided at least 72 hours before the event date.

9. Cancellation Policy

Cancellations must be made at least 72 hours in advance of the scheduled event start time. Cancellations received with 72 or more hours notice will receive a full refund of any balance paid beyond the deposit. The 50% deposit is non-refundable under all circumstances. Cancellations made with less than 72 hours notice will result in forfeiture of all payments made, including the full rental fee. The Gallery reserves the right to cancel a booking due to unforeseen circumstances, in which case all payments including the deposit will be refunded in full.

10. Governing Law

This Agreement shall be governed by the laws of the State of Illinois.

11. Entire Agreement

This document constitutes the entire agreement between the parties and may only be amended in writing with signatures from both parties.

Signatures

Renter Name (print): _____

Renter Signature: _____ Date: _____

ALL WAYS Art Gallery Representative: _____

Signature: _____ Date: _____