

RENTAL CONTRACT

RENTAL CHARGES:

2-3 Hour Reception/Meeting \$675 (\$225/hr)
3-5 Hour Reception/Dinner \$1,250 (\$250/hr)
Security charged separately at \$50/hr

Charge for setup and breakdown outside of regular opening hours - \$50 per hour
(Any additional time not set in contract will incur a fee of \$75 per hour)

Credit/debit card details to be supplied to BSoA for additional hours/excessive cleaning costs.

ARTWORK

Artwork should not be moved or touched in any way. Ask Gallery Director for assistance. ____ (renter initials)

ENTERTAINMENT

All entertainment must be approved by the BSoA. ____ (renter initials)

BAR/CATERING

Bars & catering should be setup away from the carpeted entrance area. Bar & catering facilities are not permitted outside the gallery doors (apart from in main City Hall kitchen by special requires). ____ (renter initials)

SMOKING

Smoking is not permitted at any time. ____ (renter initials)

PARKING

City Hall parking lot or surrounding approved areas. BSoA is not responsible for parking infractions.

CAPACITY

Capacity varies according to specific requirements. Estimates only:

Sit Down Dinner.....100-120 Cocktails.....150-200

AUDIO/VISUAL EQUIPMENT AVAILABLE FOR RENT

Portable wireless PA system – \$40.00 Podium – \$40.00

CLEAN-UP

Event must conclude by time stated in Contract. Clean up/break down should take place directly after function unless otherwise agreed. Renter is responsible for leaving areas in a clean state; trash must be removed and disposed of in dumpster outside City Hall. BSoA will be responsible for vacuuming/sweeping the gallery. ____ (renter initials)

EXCESS CLEANING

Renter will be responsible for any excessive cleaning costs, such as carpet cleaning, which BSoA deems necessary. ____ (renter initials)

If you have any questions, please contact Gallery Director

