

PRIVATE EVENT RENTAL AGREEMENT BATON ROUGE GALLERY



Baton Rouge Gallery – center for contemporary art (“BRG”) is located inside BREC’s City-Brooks Community Park in Baton Rouge, LA. BRG is operated and managed, through and in accordance with a cooperative endeavor agreement with the Recreation and Park Commission of East Baton Rouge Parish (BREC). The facility - which includes two gallery spaces, a connecting hallway, a small kitchenette, and an outdoor terrace space - may be made available to individuals, groups, or organizations on a limited basis (hereafter referred to as “Lessee”) as agreed to by BRG. Anything outside the aforementioned spaces must be approved by BRG separately and is not included in this contract.

Lessee's Name: _____

Mailing Address: _____

Primary Phone: _____

Secondary Phone: _____

Work Phone: _____

Email Address: _____

Description of Event: _____

Event Day & Date: _____

Number of guests: _____

Will alcohol be served: Yes or No

BRG Initials: _____ Lessee Initials: _____ Date: _____

FEES/CHARGES

- A base rental fee of \$1,750 for up to four (4) hours (6:00 – 10:00 p.m., unless otherwise agreed to by Baton Rouge Gallery) will be charged for use of the facility.
- A mandatory \$100 security charge will be added to your rental fee subtotal that will provide for one security guard to be present and ensure the safety of your guests and the facility. BRG reserves the right to require additional security personnel, at Lessee's expense, based on the expected number of attendees.
- Renters may request the time period for their rental be extended to 11:00 p.m. for an additional \$150.
- Renters will have a menu of available event upgrades provided to them at the time of signing this contract that will include but not limited to special lighting, A/V equipment, etc.
- A separate, refundable damage/cleaning deposit check in the amount of \$750 will also be required to cover any damage to the facility or its contents. **If the security deposit is paid via check, the check must be postdated to the date of the event.**
- **All fees and charges are due at the signing of this contract.**

This permit is granted subject to the following rules and regulations and the acceptance and use thereof by the Lessee is an agreement on their behalf to comply with all terms and conditions set forth, together with all rules of procedure heretofore established by BRG.

General Rental Information

- All those entering into a rental agreement must be at least 21 years of age.
- BRG requires at least, a (4) four-week notice on all rental requests for staffing purposes. No rental agreement is final until all contracts are signed and rental and deposit payments are made in full.
- Rental time includes set up, activity, and general clean up. General clean-up includes removal of all decorations (including but not limited to tape, string, tacks, etc.), removal of all trash, sweeping, cleaning spills, and leaving the building as found. The facility should be returned to the same state it was in upon arrival of the Lessee.
- If rental goes past 10:15 p.m., renters will – unless prior approval is granted by BRG - immediately be charged \$200 then \$200 per hour for each hour after that past the deadline. This amount will be deducted from the deposit provided.
- Any rental fee that is paid electronically via invoice or otherwise will be subject to a convenience fee.
- Smoking is not permitted on the property at any time before, during, or after a rental period.

BRG Initials: _____ Lessee Initials: _____ Date: _____

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GENERAL RULES AND REGULATIONS

- At least one BRG staff member will be on-site during the event for Lessee's convenience and to ensure stated rules and regulations are followed. Any violation of stated rules and regulations will result in the forfeiture of the client's deposit.
- **All private events must take place from 6:00 p.m. until 10:00 p.m. (this includes post-event clean up). The earliest that any items for the scheduled rental may be delivered to BRG is 12:00 p.m. on the day of the event. Setup for Lessee's event may not begin before 4 p.m. Lessee understands that BRG remains open to the public and guests are welcomed and encouraged to view BRG exhibits until 6 p.m.**
- No activities may be held after 10:00 pm without expressed written permission from a BRG representative.
- The presence of licensed security personnel is mandatory at all events held at the BRG. BRG will coordinate such security for all events for a fee included in the contract.
- BRG does not provide catering services. A list of approved caterers who have the proper insurance and who have agreed to abide by all BRG policies and procedures is attached. Only those caterers who have been vetted and are on the approved catering list may be hired for an event to be held at BRG. No food preparation/cooking/catering by Lessee (or family members, etc of Lessee) is permitted.
- Live music and recorded music are permitted, but at no time can music interfere with other programs on-site or the immediate surroundings, including local neighborhoods. Any amplified music being performed or played must end by 10:00 p.m.
- All electrical devices used in the building must be UL-approved bearing such labels and be in good operating condition.
- All exits from the building must remain open and free of any obstructions.
- If alcohol will be served at the event, caterers and/or bartenders **MUST** provide BRG with proof of their alcohol license(s) no less than fifteen (15) business days prior to the event. **If not provided by this deadline, the contract will be voided, the event will be considered canceled, and Lessee will forfeit the rental fee.**

BRG Initials: _____ Lessee Initials: _____ Date: _____

Limitations and Restrictions

- BRG staff shall approve all aspects of the planned event and shall have the right to limit the number of people and impose any restrictions necessary to protect the facility and exhibition(s).
- Lessee understands that the exact artworks that will be displayed during the month of their rental are likely unknown to BRG at the time of executing this contract. BRG staff will work to educate Lessee on the typical style of works shown by scheduled artists and will attempt – upon request by the Lessee - to consult with said artists in advance to alert Lessee to any obstructions, works involving content intended for adult audiences, etc.
- Tables and chairs on site will be available for use. Additional tables and/or chairs beyond those present on site are the responsibility of the Lessee.
- Lessee must provide all table linens.
- Exhibitions at BRG may not be dismantled or rearranged except with the permission of a BRG representative. In the event that such permission is granted, only BRG staff shall handle or move artwork. Nothing may be attached to the exhibitions or presented in a way as to lead visitors to believe that anything other than the works of the exhibiting artist is part of the exhibition. Nothing may be attached to the walls, floor, or ceiling without the prior approval of a BRG representative.
- All equipment and food must be removed at the end of the event. Any other arrangement shall require prior approval of BRG staff. (BRG assumes no responsibility for items left after an event.)
- Any tables from which food is served must be placed no less than one foot from any exhibited artwork.
- BRG does not have available a food preparation area / large kitchen facility; therefore, all food must be pre-prepared off-site.
- Lessee shall be responsible for general clean up **IMMEDIATELY** following the event.
- No confetti or rice is allowed on the premises.
- BRG is a non-smoking facility.

Cancellations

- Rental fees are refundable if the event is canceled prior to 60 days of rental. If canceled within 60 days, the party forfeits all rental fees.
- Lessee may not cancel or postpone the event due to inclement weather or other causes. If BRG is open, all events are expected to proceed as scheduled.
- BRG may cancel or terminate the event if, in the sole judgment of BRG, the event is likely to cause a disturbance of the peace, endanger persons or property, or violate any law, or if there is any significant deviation in the nature of the event as described above.

BRG Initials: _____ Lessee Initials: _____ Date: _____

Liability

- Lessee agrees to inspect the premises and accepts them as suitable for the intended event. Any concerns regarding the premises must be addressed with BRG staff prior to setting up for Lessee's event.
- When using equipment not issued by BRG, BRG reserves the right to require Lessee, at Lessee's expense, to carry a minimum of \$1,000,000 general liability insurance policy listing BRG and BREC as additionally insured on said policy. Proof of insurance must be on file with BRG fifteen (15) business days prior to the event.
- Lessee acknowledges BRG and BREC - and their employees and contractors - have no responsibility for any property brought to the facility by the Lessee, vendors under contract with the Lessee, or Lessee's guests.
- Lessee will make no alterations or modifications to the premises, except as may be approved by BRG staff. Lessee's damage deposit will be returned within fourteen (14) business days and after the building and equipment are inspected for damage and cleanliness by BRG staff. The cost of damage and/or lack of cleanliness will be deducted from the damage deposit. If the cost exceeds the deposit, Lessee will be billed for an additional cost. Inspection of the facility by BRG staff on duty must occur before Lessee leaves the building. BRG reserves the right to hold the damage deposit for up to fourteen (14) business days following the rental date.
- Under no circumstances, including cancellation by BRG, is BRG or BREC responsible for any expenses relating to the event, including charges of outside vendors.
- Lessee agrees to release and indemnify both BRG and BREC and their employees, contractors, and insurers from all liability and claims arising out of or relating to the event, either asserted by Lessee, Lessee's guests, or other parties.

Other

- All children must have adult supervision for the duration of any/all events, and functions on the premises
- There will be no discrimination on the basis of race, creed, sexual orientation, or disability for any events taking place at BRG.
- Firearms are prohibited at BRG except for security personnel secured by BRG.

All the above rules and regulations have been verbally discussed with me. I am aware that this rental contract can be canceled/terminated at any time if said rules and regulations are not followed and enforced. Lessee hereby acknowledges receipt of the within the permit and hereby accepts all terms and conditions set forth herein together with terms and conditions of overall policies as established by BRG.

BRG Representative (print)

BRG Signature

Lessee (print)

Lessee Signature

ALCOHOL CONSUMPTION COMPLIANCE AND MANAGEMENT

The following guidelines must be adhered to for all private events taking place at Baton Rouge Gallery:

No approval for the consumption of alcohol will be given to individuals or groups for an event targeting youth. A “youth event” is defined as any event where the majority of anticipated participants will be under the legal drinking age of 21.

Lessee is required to inform BRG at the time of the signing of this agreement if alcohol is to be served at their event.

Approval requires the Lessee, at Lessee’s expense, to carry a minimum \$1,000,000 liquor liability insurance policy listing Baton Rouge Gallery, Inc. and BREC as additionally insured. BRG must receive a copy of proof of insurance fifteen (15) days prior to the event.

Outside catering services and Lessee will be made aware of alcohol policies and confirm in writing they have read and understand them. Lessee and catering services are responsible to remove anything related to their rental (kegs, containers, signs, etc.) upon completion of the event. All catering services must provide a copy of their ABC Alcohol Servers Permit fifteen (15) days prior to the event and follow all state and local laws. The Lessee will be provided with names of taxi/limo services for those that may need assistance with a ride home.

All BRG staff affiliated with the event will receive training on local and state laws regarding alcohol consumption. Staff training will include TIPS (Training for Interventions Procedures). All servers must hold a current ABC Alcohol Servers Permit which must include TIPS, hold a current Valid Driver’s License, and pass a criminal background check.

A maximum of two beers or wine per person may be served at a time. Drink tickets, cash bars, or wristbands are tools that the LESSEE may be required by Baton Rouge Gallery to use to better control the distribution of alcohol during a private event.

Underage drinking is strictly prohibited at Baton Rouge Gallery and in all BREC facilities and parks. Age determinations will be the legal age designated by the State of Louisiana. Patrons consuming alcohol must present a valid driver’s license to the designated alcohol servers. If an underage guest is found consuming alcohol, the Lessee will be immediately notified, as will the on-site security.

Designated areas for the consumption of alcohol will include all areas within the gallery and the gallery’s back terrace. Signs will be posted inside entry doors and the top staircase of the back terrace stating “No alcohol permitted beyond this point”. Garbage cans will be placed at exit points for the disposal of alcoholic beverages.

BRG will provide, at the Lessee's expense, adequate security for the operation of the activity. The number of security personnel needed to provide adequate protection will be based on the nature of the activity and the number of expected participants and will be determined by the security agency. Security agencies working the event have the authority to search/scan patrons and process arrests if needed.

The facility will have a designated monitor (BRG staff) responsible for ensuring that all outside activity taking place by patrons during the event is in accordance with local and state laws. Lessee, with the support of BRG staff, will ensure no alcoholic beverages are consumed beyond designated areas or leave the site.

BRG staff and security personnel will immediately address issues of public intoxication and antisocial behavior in accordance with their TIPS training. Anyone in this condition will be first given a warning and the opportunity to cease the activity. If a person appears intoxicated, service of beer or wine will cease to that patron. If the patron becomes belligerent, local law enforcement will be contacted to handle the matter.

Hours of alcohol consumption are as follows: Monday – Sunday from 10:00 am to 10:00 pm. Hours may vary with prior permission from BRG.

Alcohol advertising and sponsorships will be restricted only to the interior areas of the gallery and the back terrace unless another prior approval is granted by BRG staff.

BRG Representative (print)

BRG Signature

Lessee (print)

Lessee Signature

BRG Initials: _____ Lessee Initials: _____ Date: _____

OPTIONAL FEATURES

55" 4k LED Screen on Wheels \$50

Perfect for the display of videos, slideshows, and more, use this high-definition TV to add memories and visuals to your special event

Column Lighting \$75

Color-changing or solid color uplighting for all five columns in front of the gallery using five powerful 90W LED par lights setup programmed, and taken down by BRG staff

Walkway Lighting \$75

A variety of more than a dozen solar light fixtures are spaced evenly along the walkway leading up to the gallery

Additional time \$150

Want to keep the fun going a little longer? Expect to need more time for cleanup? No problem. Extend your facility rental by one hour!

Bartender Service \$150/bartender Plan to have alcohol served at your event? Let BRG take care of making sure you have a licensed bartender who will make sure your guests have great service throughout the night.

Huge Inflatable Movie Screen & Projector \$350

BRG staff will set up a towering inflatable movie screen and digital projector to share slideshows, sponsor logos, or video clips with your guests outside the gallery. Can be positioned on the back lawn behind the gallery or in front of the building. No audio.

RENTAL FEES RECEIPT

Lessee's Name: _____

Date(s) of Rental: _____

Rental Period: 6:00 pm to 10:00 pm

Base Rental Fee:	\$1,750.00
Security Fee:	\$100
Optional Features:	
Total Due:	
Date Received:	

Check Number:	
Credit Card:	Yes or No

Damage Deposit:	\$750
Check Number:	
Date Received:	

Will alcohol be served:	Yes or No
Alcohol license received:	

BRG Representative (print)

BRG Signature

Lessee (print)

Lessee Signature