

### Event Space Rental Agreement

<b>Date of Event:</b>	<b>Event Attendance:</b>
<b>Name of Applicant:</b>	
<b>Name of Organization:</b>	
<b>Address:</b>	<b>City:</b>
<b>State:</b>	<b>Zip:</b>
<b>Primary Phone:</b>	<b>Secondary Phone:</b>
<b>Email Address:</b>	
<b>Access to the Gallery Set-Up Time:</b>	
<b>Event Start Time:</b>	
<b>Event End Time:</b>	
<b>Wrap- Up Time:</b>	

<b>About your event:</b>	Yes	No
Is your event open to the public?		
Is there an admission charge?		
Is this a fundraising event?		
Will you need to use the kitchen?		
Will you need to be serving food or refreshments?		
Will you be using a caterer? <b>Randy Peters</b>		
Are alcoholic beverages being served?		
Are alcoholic beverages being sold?		
Will there be a DJ, band, or amplified sound?		

**Gallery Rental Rates: Hourly or Package**

	<b>Non-Members Rate</b>	<b>Member Rate</b> <i>based on Turquoise Level Membership (\$250) or above</i>	<b>Hours Reserved</b>	<b>Total Amount</b>
Education Gallery: Max. Occupancy: 65	\$125	\$100		
Entire Facility: Max. Occupancy: 250	\$240	\$200		

**Event Packages**

*\*Includes set up and clean up time\**

Packages for the Entire Facility	# Hours	Non-Members	Members	Package Selected
Full Day	12	\$2,400	\$2,000	
Half Day	6	\$1,300	\$1,050	

Art Removal and Other Additional Fees		
Cleaning Fee (required) - West Park/Education		
Cleaning Fee (required)- Full Gallery		
<b>Grand Total:</b>		
Rental Deposit (25% of Event Rental):		
Security deposit check (due prior to event):		Credit Card
<b>Amount due at time of event:</b>		Date Received:

Blue Line Arts requires renters to book a free tour and consultation prior to booking a reservation. Our regular hours are Tuesday through Saturday 11am-5pm. Please call (916) 783-4117 or email [info@bluelinearts.org](mailto:info@bluelinearts.org) to book a tour.

## Rental Agreement

### **Deposit/Rental Fees:**

The gallery is not considered secured until a signed contract has been received accompanied with the deposit of 25% of the total event rental price and a separate, refundable damage security deposit of \$250. All three items must be received in order to reserve your event date(s) and time(s). The remaining balance is due prior to the start of your event on **January 24th, 2025**. No terms are implied or granted and no work will be allowed to begin until full payment is received.

\_\_\_\_\_initial

### **Insurance and permits:**

Special Event Liability Insurance is required for the renter to ensure peace of mind for themselves and guests concerning possible damage to work in the gallery during an event. Blue Line Arts needs to be named as an additional insured of any policy. Renter shall be responsible for determining and obtaining all necessary licenses and permits required for the event. COI must be provided before your event date **(DATE)** You can also visit <https://www.theeventhelper.com/#vs7qeg> for event day insurance.

A permit from the Alcoholic Beverage Control Department, approved by the Roseville Police Department is required for all public events or ticketed events where alcohol is being sold.

\_\_\_\_\_initial

### **Catering, Cleaning, Trash and Equipment Removal:**

Rental times must include all set up and take down/clean up time. All property of the renter must be removed from Blue Line Arts promptly, during the time specified on the application, and you are required to return the space to the same clean condition in which it was found. Renter is responsible for removing all possessions, garbage and to sweep/ mop if necessary. Events that require more time for breakdown will be charged an additional fee at an hourly rate of \$240 per additional hour. All rentals are required to pay a non-refundable cleaning fee of \$150. If extraordinary cleaning is required, the renter will not be refunded the \$250 damage/cleaning deposit. Any garbage left at the end of the event will result in an additional \$50 removal fee. And rental deliveries that need to be delivered the day before and or picked up the day after your event will be charged and additional storage fee per day of \$150.

\_\_\_\_\_initial

### **Cancellations:**

- Cancellations must be done in writing and received 31 days or more in advance of the event to receive a full refund. **(DATE)**
- No refunds will be made for cancellations within 30 days or less of the event rental date. The security deposit will be returned.

\_\_\_\_\_initial

### **Cancellation of rental agreement by Blue Line Arts will occur if:**

- The application is found to contain false or misleading information;
- Failure to make rental payment or deliver permits within minimum times provided;
- If applicant defaults on or has not completed all conditions and requirements for use of Blue Line Arts;
- Circumstances arise from natural disasters, power outage or other unusual situations;

\_\_\_\_\_Initial

**Equipment/Artwork:**

- Equipment, artwork, and/or fixtures at Blue Line Arts may not be removed or altered by Renter under any circumstances.
- Any exhibit (artwork, pedestal, wall, etc.) within Blue Line Arts during the rental period will be left undisturbed and under no circumstances should be moved by anyone other than Blue Line Arts staff.
- Any moving or storage of artwork must be outlined and approved at time of booking. If the exhibit is different for the event rental date, an appointment will be required prior to the event date to review any artwork that may need to be removed.
- If renter requires removal of artwork, renter will be charged a \$25/hour staffing fee for Blue Line Arts staff to remove, store and replace artwork.

\_\_\_\_\_Initial

**Policies and Restrictions:**

- Blue Line Arts reserves the right to refuse service to anyone.
- Noise levels within the facility must be consistent with applicable City ordinances (not to exceed 45 decibels in any event).
- No animals, except service animals, are allowed in Blue Line Arts.
- Smoking is prohibited in the gallery, please use the side patio if necessary.
- Exit doors are to be free of tables, chairs, pull out walls, or any other furniture that obstructs entering or exiting the building.
- No open flames larger than a tea light, and no volatile or highly flammable substances are allowed in the gallery. Nothing may be adhered to gallery walls without prior approval by BLA staff.
- Blue Line Arts is not responsible for damage or claims for personal injury or death, or claims for damage or loss of property incurred in the facility;
- Blue Line Arts shall not be liable to applicant for damages in excess of rent agreed to for any cancellation or breach by Blue Line Arts for any reason.

\_\_\_\_\_initial

Blue Line Arts is required to observe state and local safety procedures related to public health. If the most up to date safety standards cannot be met within your event plan at the time of your event (e.g; restrictions on event attendance), Blue Line Arts reserves the right to cancel your event rental, at which time you will be issued a full refund of your deposit(s). Please keep state and local restrictions in mind when planning for your event.

\_\_\_\_\_initial

The hours indicated are the applicant's arrival and departure time. Unexpended time is not refundable. Blue Line Arts must be promptly vacated at the time specified in the application. Renter will be liable for payment for the extra time at the rate set forth in the Blue Line Arts Agreement. All time is rounded up to the nearest full hour.

\_\_\_\_\_initial

*The applicant has inspected Blue Line Arts in order to know the capabilities and limitations of the facility and building before submitting an application. Without limitation, Renter is solely responsible for determining if the electrical capacity, access, restrooms and kitchen of Blue Line Arts are sufficient for the Renter's needs. Nothing may be stored or left behind at Blue Line arts prior or following an event without being stipulated in this Rental agreement.*

\_\_\_\_\_Initial

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Printed name of Applicant: \_\_\_\_\_

(Received copy of photo ID)

Signature of Blue Line Arts Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Printed name of Blue Line Arts Representative: \_\_\_\_\_