



Gallery Rental Basics

FACILITY OVERVIEW

An art gallery is a beautiful, unique and engaging venue for any event. Union Street Gallery is a dedicated professional art gallery and not-for-profit arts center with 2 floors of contemporary gallery space and a third floor housing 16 working artist's studios. The 2nd floor is a unique wrap around balcony level that can be seen from the first floor and iron beams original to the building run across the high ceiling. Gallery space is occupied by art exhibits 5 weeks at a time with 2 weeks in-between each exhibit. The Gallery is not rented out for events unless an exhibit is in place.

- Capacity: 150 people; 75 for a full seated meal
- White walls with neutral carpeting
- Gallery style track lighting with 2 large overhead florescent lights
- 2 single bathrooms located on the first floor

Rental Includes:

- Use of the main gallery & 2nd floor mezzanine, and lobby area
- Use of food prep area on first floor, fridge & microwave located on 3rd floor
- Guided tour of resident artists studios based on availability and staff

RATES

- Standard rental rate is \$100 for a minimum of 3 hours. Total rental time must include set-up and cleanup time. *Discounted rates are available for documented non-profit organizations.*
- A non-refundable 50% deposit is required at the time of booking. The balance is due 1-week prior to the event.

INSURANCE AND LIABILITY

- Union Street provides no insurance for renter property or artwork while on premises. Insurance is the renter's and artist's responsibility.
- Renter and guests must be conscience of the artwork—no touching and no leaning against gallery walls. Renter is responsible for the actions of their guests.
- If alcohol is served, Liquor Liability insurance is required. If the event is catered, Caterer Liability insurance is required. Full service caterers usually carry Liquor Liability insurance. Consult your caterer or insurance agent. *All caterers must be approved before they are booked for the event.*

SET-UP/CLEAN UP

Set-up & Clean-up is the responsibility of the renter. Additional tables, chairs, linens, extension cords, and related event accessories are the responsibility of the renter. The Gallery does not carry these items.

All rental equipment fees and install/take-down are the responsibility of the renter.

EQUIPMENT

The gallery offers:

- (6) 6' tables, (2) 8' tables,
- 6 black table cloths
- 60 wooden folding chairs

DECORATING

The renter may decorate according to the specifications of the gallery director only. Décor allowance may change based on the exhibit.

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