



## Gallery Rental Basics

### FACILITY OVERVIEW

Union Street Gallery is a dedicated fine arts facility housing 18 studios and a three-story space where artists and gallery guests are energized and engaged. Emerging and professional artists create, teach and host seminars, workshops and outreach events. Established in 1995, Union Street Gallery is a not-for-profit 501(c) (3) organization. Visit Union Street Gallery at [www.UnionStreetGallery.org](http://www.UnionStreetGallery.org).

### GALLERY RENTAL

- The splendor of any event is enhanced when a gallery exhibit is in place. Every effort will be made to ensure an exhibit is on display but it is not guaranteed

#### Rental includes:

- use of the main gallery & 2<sup>nd</sup> floor mezzanine and music stage area,
  - viewing of current exhibit based on availability
  - guided tour of resident artists studios based on availability, day, and time of event
- Gallery staff will be onsite to represent the gallery but will not function as event managers. Support staff for gallery use ONLY.

### RATES

- Standard rental rate is \$500 for 5 hours and includes setup and cleanup.
- An additional \$50 cleaning fee is required for each rental
- Overtime rental rate is \$100/ hour, \$50/ half hour
- A non-refundable 50% deposit is required at the time of booking. The balance is due 1-week prior to the event.
- Discounted rates are available for documented non-profit organizations; contact the gallery administrator for details

### INSURANCE AND LIABILITY

- Union Street provides no insurance for artwork while on premises. Insurance is the exhibiting artist's responsibility. USG will not be responsible for losses or damage to artwork regardless of cause while on USG premises.
- Renter must be conscience of the artwork from set up to cleanup. Renter is responsible for advising all attendees to respect and maintain a safe distance from the artwork.
- If alcohol is served, Dram Shop insurance is required. NO EXCEPTIONS. If the event is catered, Caterer Liability insurance is required. *Full service caterers usually carry Dram Shop insurance. Consult your caterer or insurance agent.*
- Copy of Caterer's Liability and Dram Shop Insurance must be provided ONE WEEK prior to the rental date.

### EQUIPMENT

- The gallery offers 4 6' tables, 2 8' tables, and 60 antique wooden folding chairs. **Setup & Clean-up is the responsibility of the renter.** Additional tables, chairs, linens, and related event accessories are the responsibility of the renter.
- The gallery provides
  - 2 33-gallon galvanized trash cans (renter provides garbage bags)
  - Vacuum cleaner, broom
  - All products for 1<sup>st</sup> and 3<sup>rd</sup> floor washrooms