

## ESSEX ART ASSOCIATION GALLERY RENTAL CONTRACT

I/WE, \_\_\_\_\_, hereafter known as **Lessee**, agree to rent the Essex Art Association, Inc. Gallery at 10 North Main St. Essex, CT 06426, hereafter known as **Lessor**, from \_\_\_\_\_ to \_\_\_\_\_ from the hours of \_\_\_\_\_ to \_\_\_\_\_ at a rental fee of \$75 per day, not including the day of setup or the day of take down, plus a damage deposit of \$200.

### Terms and conditions:

1. The Lessee agrees to use the premises as an art gallery only and not for any other purpose without the written permission of the Lessor.
2. The Lessee agrees to leave the premises in the same condition as they found them.
3. The Lessee will remain at the exhibit during the open hours of exhibit.
4. The Lessee will be responsible for any loss or damage caused by them or their guests.
5. The Lessee is responsible for removing trash, food, beverages, and any other articles related to their function before vacating the premises.
6. The Lessee agrees to use nails provided by the Lessor to hang artwork. Artwork that requires any alternative method of hanging, or which is displayed other than on the carpeted walls or on the provided pedestals, must be approved by the Lessor.
7. The Essex Art Association, Inc. is not responsible for the loss or theft of any property of the Lessee or guests.
8. The Essex Art Association, Inc. is not responsible for any injury sustained by the lessee or guests during the rental period.
9. In accordance with the Connecticut State Law it is the Lessee's responsibility that no one under the age of 21 consumes any alcoholic beverage at the Essex Art Association, Inc. Gallery. It is the Lessee's responsibility to monitor the alcohol consumption of their guests, and to curtail the consumption of any alcoholic beverage by a guest who appears to be intoxicated. The Essex Art Association, Inc. will not be held responsible for any mishap that occurs due to alcohol consumption.
10. Smoking is prohibited in the gallery as well as on Essex Art Association, Inc. grounds.
11. Lessee must provide proof of \$1,000,000 of general liability insurance.

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**Pricing:**

Damage Deposit	\$200
Rental Fee (\$75/day)	\$ _____
Total:	\$ _____

Setup and takedown (the day before and day after the rental period) are provided to Lessee at no charge.

**Pricing Example:**

Lessee occupies the gallery on Thursday (setup at no charge); has an opening reception Friday evening (\$75), continues to occupy the gallery Saturday and Sunday (\$75 each day); takes down and exits the gallery on Monday (takedown at no charge) — the total rental fee would be \$225 plus \$200 damage deposit.

**A rental deposit of \$75 is required with the return of this contract to reserve the requested dates (if available). The remainder of the rental fee, plus the damage deposit, is to be paid in full by September 1st. The damage deposit will be refunded within fourteen (14) days after the rental period provided there is no damage or property loss.**

**Cancellation Policy:**

Return of damage deposit. Other refunds as follows:

Cancellation prior to September 1<sup>st</sup>: loss of rental deposit (\$75).

Cancellation on or after September 1<sup>st</sup>: loss of rental deposit and 50% of rental balance.

**For Lessee:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**For Essex Art Association, Inc. (Lessor):**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**ESSEX ART ASSOCIATION GALLERY RENTAL CONTRACT**

**PLEASE READ CAREFULLY BEFORE SIGNING**

In consideration of the use of the facilities of Essex Art Association, Inc., the undersigned and his/her/their, heirs, executors, administrators and personal representatives, or its successors and assigns, hereby release the Essex Art Association, Inc., its Officers, Board of Directors, employees and/or agents from any present or future liabilities, claims, debts, demands, actions, suits, and/or damages of any kind arising out of the use of the facilities of Essex Art Association, Inc. by the undersigned and/or his/her/their guests and invitees.

The undersigned and his/her/their, heirs, executors, administrators and personal representatives, or its successors and assigns, expressly agree(s), in consideration for the use of the facilities of Essex Art Association, Inc., to indemnify and hold Essex Art Association, Inc. its Officers, Board of Directors, employees or agents harmless from any liability, claim or loss whatsoever, including but not limited to any claims and/or liabilities made by third persons or entities arising from the use of the facilities of the Essex Art Association, Inc.

The undersigned understand(s) and agree(s) that the consumption of alcoholic beverages by the undersigned and/or the guests and invitees of the undersigned on the premises of Essex Art Association, Inc. involves a high degree of risk of property damage, personal injury and/or wrongful death. This risk specifically includes travel to and from the site of the Essex Art Association, Inc. The undersigned hereby agrees to indemnify and hold the Essex Art Association, Inc., its Officers, Board of Directors, employees or agents harmless from any liability whatsoever, including claims by third parties, resulting from the consumption of alcoholic beverages while using the facilities or traveling to and from the site of the Essex Art Association, Inc.

\_\_\_\_\_  
Date of Event

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Signature

**Websites which offer insurance for events:**

[www.theeventhelper.com](http://www.theeventhelper.com)

[www.privateeventinsurance.com](http://www.privateeventinsurance.com)

**Host liquor liability coverage must be specified on the Certificate of Insurance.**