



Gallery5
 200 West Marshall Street
 Richmond, Virginia 23220
 804 644 0005
 www.gallery5arts.org
 rental@gallery5arts.org

Gallery5 Corporate and Private Functions RULES AND REGULATIONS

Building Capacity (Up and Downstairs) - 400 people

Up to 400 people will comfortably fit in the event space. The event space includes the upstairs ballroom, full eat-in kitchen, downstairs banquet/performance space and Blackbox Theater. Three bathrooms are available for guests. As of now, Gallery5 is not handicap accessible. Our upstairs space can only be accessed by stairs. Please keep in mind that Gallery5 is a visual and performing arts center that exhibits art monthly.

Rates:

The rental fee for the use of the up and downstairs event space is as follows

Weekdays (Mon, Tue, Wed, Thu).....\$650

Weekends (Fri, Sat, Sun)\$750

(Additional fees will apply)

Deposit #1: Set Up /Coordinating Fee: (NON REFUNDABLE)

A fee of \$250 dollars is required for rental processing, set-up labor, pre-event planning, utilities, and to secure the date of your event.

* This \$250 set-up fee is non-refundable regardless of event cancellation.

Deposit #2: Damage and Cleaning Deposit: (Refundable 1 week after event)

A \$150 deposit insures the safety of the artworks, artifacts and antiques on display as well as the clean up of the space by your party or catering company. This is refundable one-week after event is post-check list if followed. * This deposit to be payed with Deposit #1: Set Up/Coordinating Fee.

On-Site Staff:

A fee of \$120 is required for the services of at least one on-site staff member/host. (Per 150 guests) The member/s must be present at each event.

Alcohol:

Gallery5 requires an ABC license for any events serving alcohol. Either you or your selected catering company can purchase an ABC license through Virginia ABC. <http://www.abc.virginia.gov> (License must be purchased through Virginia ABC more than 10 business days prior to an event.) We strictly enforce that all patrons must be at least 21 years of age and have an ID available upon purchase and/or consumption of an alcoholic beverage. Renters are NOT allowed to sell alcohol to guests under a Gallery5 ABC License. There is absolutely NO ALCOHOL allowed outside of the building. This includes the doorway and outside smoking space.

If you or your catering company provides the license for your event, you must file a copy of the license with Gallery5 two weeks prior to the event.

Bar/Bartending:

Gallery5 can provide you with a bartender for a fee of \$15 per hour. Gallery5 has a bar located downstairs and can set-up an additional bar upstairs. If ice, ice bins, serving trays, keg and beer tubs, and any other bar accessories are needed, please note on the equipment checklist.

Smoking:

There is absolutely NO SMOKING allowed inside of the building. This is a smoke-free National Historic Landmark. However, smoking is allowed outside of the facility during event at designated areas.

Equipment Availability:

Gallery5 can facilitate you with tables, chairs, table cloths and numerous other accessories and equipment for this event. This check list of equipment follows the rules and regulations. A fee of \$50 is required for use of tables and chairs (wear and tear).

Exhibition on Display:

Under NO CIRCUMSTANCES, will ANY of the art exhibited during the time of rental be moved, removed or handled. If you request that a piece of work be moved for space issues (floor or wall) or because it is unsuitable/controversial for guest's, then the matter MUST be addressed with the Executive Director. If permission is granted, only the Executive Director has the license and approval to move works. Gallery5 will hold you financially responsible for any damage to works (art, artifacts or antiques) on display during the time of event.

Personal Catering:

Will you be providing your own food and/or catering at this event? If not, please ask us for a list of referrals. Caterers should make sure that all of their equipment and perishable items/trash are removed at closing of event. (Please see Post Rental Clean Up Check list on the following page)

Animals:

Animals are not permitted in the facility. Exceptions include guide, sign or signal dogs to aide patrons with disabilities.

Entertainment:

Out of respect to our neighbors, extremely loud music is not permitted at this facility. Volume must be reasonable, especially AFTER 10 P.M. There is no amplified music allowed after 11PM on weekdays and 12AM on weekends. Gallery5 has access to sound, music, film and theatrical equipment. NONE of the equipment housed inside of the building is allowed to be used without the permission of the event coordinator. If equipment is needed, please note on event checklist. Additional fees and refundable damage deposits may apply.

Note:

You may enter the event site at 11:00 the day of the event.

If deliveries or special decorations need to take place the day before, they must happen between 11AM and 4PM. Anytime after 4PM, additional charges will apply.

Gallery5 is closed Sunday and Monday, if there is anything left in the space (personal items and company rentals) they can be picked up at 11AM the following business day. All other arrangements must be made between you and the Gallery5 event coordinator. The above only applies to reception rentals. If you wish to get into the space anytime after 4:00PM the night before your rental day for rehearsals or decoration, a fee of \$50 per hour will be charged.

Post-Rental Clean-up Checklist:

All perishable items (food, alcohol, trash and ice) must be removed and disposed of at the end of event. Trash containers are located out front to the right of the building.

- All catering equipment must be removed.
 - Floors, counters and stove-tops in kitchen must be wiped down and floors vacuumed &/or mopped.
 - All other floor areas used must be vacuumed and/or mopped.
 - All personal items must be removed from the event site immediately following event.
 - If not using Gallery5 bartenders, you must remove all ice and drain water from coolers and kegs.
 - All bottles, cans, glasses and other trash from bar, must be removed and disposed of.
 - If any Gallery5 equipment is used, it must be returned to the state in which it was found.
 - If guidelines for post-rental cleanup are not followed, then a portion or whole of your deposit will be withheld.
 - You will have two hours AFTER your end time to remove equipment.
 - All party rental equipment must be taken downstairs for pick-up on the first available business day of Gallery5.
- This is strictly enforced as we will often times have events that immediately follow the next day.

Parking:

There is no specified parking for Gallery5. Parking is available along the street.

Warning: No one is allowed to park in lot directly beside Gallery5. This is not Gallery5 property, you will be towed immediately.

Public Safety, Security Guards, Doormen: (Minimum of 4 hours)

We require security officers to be present during events consisting of over 100 people. We require at least one security guard for every 125 guests. Security guards are here to provide safety, maintain order, secure the outside premises, escort guests to vehicles and insure that all alcohol rules and regulations are being met and carried out. If you decide to provide your own security, individuals must be in appropriate attire (uniform or security / staff t-shirts). If you cannot provide an officer, or security staff, we will provide one for you at \$25 an hour with a 4 hour minimum.

Intoxicated Guests and/or Disorderly Conduct:

Intoxicated individuals are subject to ejection from the event. Any person who creates a disturbance, endangers others, or fails to abide by facility policies, state or federal law are subject to ejection from the facility. Individuals who have been ejected must vacate arena property or be subject to arrest on trespassing charges.

Firearms/Weapons:

No persons are permitted to bring weapons of any kind into the arena with the exception of local, state and federal enforcement officials.

Patron Appearance:

Patrons entering the facility must be properly attired with shoes and a shirt. These items must be worn at all times.

Lost and Found:

After an event, please call (804) 644-0005 to inquire about a lost item.

Hours of Operation:

Gallery5 is opened for normal business hours on Tuesdays to Saturdays 11:00AM to 4:00 PM. We are closed on Sundays and Mondays. All other hours by appointment only.

Gallery5 Facility Rental Contract

Please read all preceding documents carefully. Sign and return to rental@gallery5arts.org or mail to: Gallery5 200 West Marshall Street. Richmond, Virginia 23220

Date of Event (day/month/year) _____

You may enter the event site at 11:00 the day of the event. If deliveries or special decorations need to take place the day before, they must happen between 11AM and 4PM. Anytime after 4PM, additional charges will apply. If you wish to get into the space anytime after 4:00PM the night before your rental day for rehearsals or decoration, a fee of \$50 per hour will be charged.

Do you wish to use the space the day before your scheduled event? _____

If so, what hours? _____

Day of Event: _____ Start time: _____ End Time: _____

(Event MUST be over NO LATER than specified End Time)

Organization or Private Party Name: _____

Contact: _____

Address: _____

City/State/Zip: _____

Phone: _____

Cell Phone: _____ Fax: _____

E-Mail Address: _____

How did you learn about Gallery5? _____

Type of Event: _____

Anticipated Attendance: _____

Special Needs or Space Requirements: _____

To help us accomodate your needs, please answer the questions below.

Are you providing your own catering services?

Yes No

Will you have live music at this event? (DJ's or Bands)

Yes No

Will they provide their own music, stage, sound equipment and/or P.A.?

Yes No

Would you like Gallery5 to provide you with a security guard for a fee of \$25 per hour? (For a minimum of 4 Hours)

Yes No

Will you provide your own security guard? (If over 120 people)

Yes No

Will you or your catering company provide your own ABC license through VA ABC?

Yes No

Will you provide your own alcoholic beverages at this event?

Yes No

Will you or your rental company provide linens?

Yes No

Are you renting chairs, tables and other equipment from another rental company?

Yes No

If so, please list any equipment that will be delivered to the gallery anytime before your event date.

Gallery5 is not responsible for moving, set-up, take-down or removal of any rental companies equipment. If a rental company needs to pick up any equipment on a day that the building is closed, special arrangements must be made with Gallery5.

Gallery5 is not responsible for any loss or damage to equipment rented and left on the premises.

Event Fees

Equipment Rental (Optional) (Check those that apply)

Table and Chair Rental (In Stock)	\$50	_____
Ice (Unlimited)	\$25	_____
Beer and Wine Glasses (Up to 100)	\$20	_____
Shot Glasses (Up to 40)	\$7	_____
Bar and Bar Accessories	Free	_____
Display Pedestals	Free	_____
Serving Platter	Free	_____
Serving Utensils	Free	_____
Coffee Maker/Pots	Free	_____
Flower Vases	Free	_____
Candle Holders	Free	_____
Salt/Pepper Shakers	Free	_____
Tripod (For Pictures)	Free	_____

Basic Fees

#1: Set up/Co. Fee and Security Deposit (Initial Pay)	\$250	_____	(Non-Refundable)
#2: Damage and Cleaning Deposit (Initial Pay)	\$150	_____	(Refundable after event)
Weekday Site Rental	\$650		
Weekend Site Rental (Fri, Sat, Sun)	\$750	_____	
On-Site Staff Member (1 per 150 guests)	\$120	_____	
Bartender (\$15 / hour)		_____	
Security (\$25 per hour)		_____	
Additional Hours (\$50 per hour)		_____	

Total Fees: Including Basic and Additional Fees (listed above). \$_____

Initial deposit made to secure your date: Date: _____ \$ **400.00**_____

Balance Payment Due: Date: _____ \$ _____

Balance Payment Due: Date: _____ \$ _____

Total Payment must be paid two weeks before your event!

I have read, understand and agree to abide by these rental terms and all other conditions stated in the complete packet of rental information and the undersigned hereby personally guarantee performance of rental terms and conditions contained in the rental information packet.

Contact Name: _____

Contact Signature: _____ Date: _____

Facility Coordinator: _____ Date: _____