



200 West Marshall Street  
 Richmond, Virginia 23220  
 gallery5@gallery5arts.org  
 www.gallery5arts.org  
 804 644 0005

**Gallery5**

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**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, less for seated events. The event space includes the upstairs ballroom, full eat-in kitchen, downstairs banquet/performance space and additional side rooms that allow your party to get away from the crowd. 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).....\$750 (additional fees will apply)  
 Weekends (Fri, Sat, Sun) ..... \$900 (additional fee will apply)

**Deposit #1: Reservation Deposit: (NON REFUNDABLE)**

A fee of \$315 dollars is required to secure the date of your event. This deposit will be paid up front and will be subtracted from your final bill.

**Deposit #2: Cleaning and Property Damage Deposit: (Refundable)**

A \$250 deposit insures the safety of the artworks, artifacts and antiques on display as well as the clean up and potential damage of the space by your party or catering company. This deposit will be added to your final bill and will be refunded after one week of event.(See Liability/Damage/Cleaning section for more details).

**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. 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:**

We allow any outside catering companies that you prefer. If needed, 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 Liability/Damage/Cleaning section on the following page)

**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.

**Sound Persons and Equipment:**

Gallery5 can provide an equipment/sound operator for your event for the fee of \$75. This will include the use of all PA and sound equipment (mics, cables, etc)

Please make arrangements at least 4 weeks prior to your event with the Event Coordinator if this is your need.

**Note:**

You may enter the event site at 11:00 the day of the event unless special arrangements have been made. If deliveries or special decorations need to take place the day before, they must happen between 11AM and 6PM, unless special arrangements have been made.

Gallery5 is closed Sunday - Tuesday. If anything is left in the space (personal items and company rentals) they can be picked up at 11AM - 6PM Wednesday - Saturday. All other arrangements must be made with you, your equipment rental company/caterer and our event coordinator.

**Hours of Operation:**

Gallery5 is opened for normal business hours on Wednesday to Saturdays 11:00AM to 6:00 PM. We are closed on Sundays - Tuesdays. All other hours by appointment only.

## **Liability/Damage/Cleaning:**

- Gallery5 requires a cleaning and property damage deposit of \$400. This deposit is totally unrelated to the deposit required for booking your event. Upon examination of the facility following your event, all or a portion of your deposit will be returned to you via mail. The person(s) in charge of the function is responsible for any damage that occurs during the course of the event or any excessive cleaning needed as a result of the event. If any Gallery5 equipment is used, then it must be returned to the state in which it was found. Gallery is not responsible for the damage or loss of any items left in the facility prior to or following your event.
- Gallery5 reserves the right to inspect and control all private functions. The party in charge of the function is responsible for the conduct of all that attend.
- 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 after event unless special arrangements have been made.
- Floors, counters and stove-tops in kitchen and all other areas of the facility must be wiped down and floors vacuumed &/ or mopped.
- If Gallery5 bartenders are not used, then 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.
- 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.

Please notify Gallery5 event coordinator if special arrangements need to be made for any of the above.

## **Parking:**

Gallery5 offers only on-street parking which is easily accessible along all of our side and main streets.

**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.

# 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 (month/day/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 6PM. Anytime after 6PM, additional charges may apply. Special arrangements can be made with the Gallery5 Event Coordinator.

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 Arrangements or Space Requirements: \_\_\_\_\_

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## Event Fees

### Equipment Rental (Optional) (Check those that apply)

Table and Chair Rental (In Stock) \$50 \_\_\_\_\_  
Bar and Bar Accessories (this includes wine, beer, martini and shot glasses, keg tap, keg buckets, coolers, and unlimited ice. \$85 \_\_\_\_\_

Display Pedestals, Serving Platter, Serving Utensils, Coffee Maker/Pots, Flower Vases, Candle Holders, Salt/Pepper Shakers, and Tripods available upon requests.  
Additional Fees will apply \$ \_\_\_\_\_

### Basic Fees

#1: Reservation Deposit (Non-Refundable and to be subtracted from final bill) \$ \_\_\_\_\_ \$315\_\_\_\_  
Damage and Cleaning Deposit (Refundable after event) \$ \_\_\_\_\_ \$250\_\_\_\_  
Weekday Site Rental \$750  
Weekend Site Rental (Fri, Sat, Sun) \$900 \$ \_\_\_\_\_

On-Site Staff Member (1 per 150 guests) \$120 \_\_\_\_\_  
Bartender (\$15 / hour) \$ \_\_\_\_\_  
Security (\$25 per hour) \$ \_\_\_\_\_  
Sound Person/Equipment Usage \$100 \_\_\_\_\_

**Total Expenses :** \$ \_\_\_\_\_  
**Initial Reservation Deposit:** -\$315

**Total Amount Owed: \$** \_\_\_\_\_

### Payments Made:

Initial deposit made to secure your date: Date: \_\_\_\_\_ \$ 315.00 \_\_\_\_\_

Balance Payment Due: Date: \_\_\_\_\_ \$ \_\_\_\_\_

Balance Payment Due: Date: \_\_\_\_\_ \$ \_\_\_\_\_

**Total Payment must be paid two weeks prior to event. Failure to pay by the due date will result in the cancellation of the event and no money will be refunded.**

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: \_\_\_\_\_