



GRANARY ARTS EVENT AND VENUE RENTAL CONTRACT

GRANARY ARTS offers the main and upper galleries for event venue rental. The rental agreement and fees have been developed with consideration of the space and our facilities. GRANARY ARTS reserves the right to refuse rental for any events deemed inappropriate for the space or potentially damaging to the artwork. Each space provides utilities and very limited food prep facilities. A signed contract and deposit are required 4 weeks prior to the event to reserve the space.

Deposit and contract are required 4 weeks in advance. Deposit is equal to base hourly rate (\$150). A cancellation request must be made 2 weeks prior to the event for a full refund, after which point cancellation will result in a partial refund (50%). Payments should be made to GRANARY ARTS. Credit card, cash, and checks are accepted.

A staff member of GRANARY ARTS is required to be on the premises at all times of building use. Rental time includes time needed to set up and clean up. Renter is responsible for all setup including chairs, tables and other furniture or equipment. **Artwork may not be moved or altered by Renter.** All functions must terminate at previously agreed upon time, no later than 11 pm. Post-event clean-up is the responsibility of Renter. A GRANARY ARTS staff member is to secure the building by 12 am. Renter or caterer must remove all trash from the building at the end of the function. Cleanup will be monitored by GRANARY ARTS staff and must be complete within the time constraints allowed. The caterer or renter must contact GRANARY ARTS concerning anticipated needs such as chairs and tables at the time of the return of the rental application. All food preparation and services must be arranged and provided by Renter. *Alcohol cannot be sold, either directly or through a cover charge.* If Rentee plans to serve alcohol, *all guests must be on a previously compiled guest list and event must be closed to public. Alcohol must be free of charge to guests on list (As per Utah state law).* Rentee assumes all responsibility for guests being of legal drinking age (21+) and upholding all federal and state laws.

Businesses and individuals - \$150 (base hourly rate)

\$50 per additional hour

***Rental time starts when set-up begins and ends when clean-up is concluded. ***

Non-profits - \$120 (base hourly rate with 20% discount)

\$50 per additional hour

***Rental time starts when set-up begins and ends when clean-up is concluded. ***

Venue: Upper and Main Gallery Spaces are venues for special events, meetings, presentations, screenings, and lectures (maximum occupancy limit of 300 persons). Basement Classroom is available for light food preparation.



Event Date _____ Estimated Attendance _____

Event Title _____

Event Type

- | | | | |
|------------------------------------|---|--------------------------------------|--|
| <input type="checkbox"/> Reception | <input type="checkbox"/> Ceremony | <input type="checkbox"/> Banquet | <input type="checkbox"/> Reunion |
| <input type="checkbox"/> Lecture | <input type="checkbox"/> Conference | <input type="checkbox"/> Performance | <input type="checkbox"/> Corporate Event |
| <input type="checkbox"/> Dance | <input type="checkbox"/> Other (please specify below) | | |

Usage Start Time _____ / End Time _____ Total Usage Time (hours) _____

**** NOTE: Rental time includes set-up and clean-up time. ****

Rentee Name _____ Organization/Group Name _____

Address: (include apartment or building number if applicable)

City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____

Email (*GRANARY ARTS does not rent or exchange email addresses*)

Secondary Contact Name _____ Cell Phone _____

Will **food** will be served at event? No Yes (Please specify refreshments, meal, catered, etc. below):

Will **alcohol** will be served at event? No Yes (Please see *Rental Terms & Conditions* for regulations concerning alcohol).

By signing this contract, I understand and agree that myself and all guests, volunteers, and vendors involved with this event will abide by the parameters of this contract and the Rental Terms & Conditions.

My deposit payment is enclosed.

Rentee Name (PRINTED) _____ Rentee Signature _____ Date _____