



## **GALLERY DESCRIPTION**

K Space Contemporary is an artist-operated non-profit arts organization dedicated to promoting contemporary art. Our gallery space is located in the heart of downtown Corpus Christi on Starr Street.

Our spacious gallery (1975 square feet) is perfect for special occasions, such as wedding receptions, graduation parties, fundraising events, company parties, holiday parties and other social events. The open floor plan is easily arranged for the requirement of your event.

Located in the historic Kress building, built in 1917, our 13-foot ceiling creates an open ambience. Works of art on the walls make the space beautiful with no or minimal decoration. The original, rustic, hardwood floors lend a hint of history and nostalgia.

K Space Contemporary gallery accommodates up to 100 people for a seated dinner and up to 225 guests in a cocktail setting. Our slate countertop can serve as a bar and/or food service area.

K Space Contemporary has the following equipment available for renter's use:

- 1 8-foot long rectangular table
- 4 6-foot long rectangular tables
- 3 6 foot, black cushioned benches

Dinner tables, folding chairs, linens, decorations, and audio visual equipment must be rented from a third party. Photos of gallery and floor plan are attached.

### **Facility Rental Agreement / Indemnity Form**

**Fees:** Fees are based on four (4) hours minimum usage of the facility. Rental Time is defined as: from the time you enter the building until the last person is out, not including set-up and delivery. No event may continue past our closing time of 12 midnight.

**Time of arrival/Set Up:** The event may start anytime thereafter. Set up can begin three (3) hours prior to the opening of your event, but no earlier than 3 p.m. for evening events. Thirty minutes prior to the last hour, the music and bar must be closed down. All guests must vacate the building at the end of the four-hour time limit.

**Security:** A K Space Contemporary staff member will be on-site throughout your event. We place a "Private Party" sign on the door to discourage "party crashers." If you so choose, you may hire a security guard for the front door.

**Rental Deposit & Payment:** A non-refundable 50% deposit is required to secure the date. Deposit will apply toward the cost of the rental. Balance is due thirty (30) days prior to your event date.

**Security Deposit:** A separate \$250 security deposit (in the form of a check) is due 30 days prior to the rental date. This will be held until a post-rental inspection of the property finds the condition of K Space Contemporary gallery to be free of damage. All or a portion of the security deposit will be charged to the "renter" if the area is left in need of extra cleaning or repairs. If "Rental Time" goes over 4-hour limitation, or the number of guests allowed, "Renter's" deposit will not be returned.

**Liability:** "Renter(s)" are liable for all damage his/her attendees cause to the premises and its contents including all artwork. Repairs and/or replacements to equipment, walls, furniture will be charged to "renter" at replacement cost. The posted Sales price will be charged for damaged artwork.

**Decorating and Set-Up:** Renters are responsible for all set-up and decorating. The rectangular tables listed in the Gallery Description are available for renter's use. K Space Contemporary does not provide linens, decorations, or audiovisual equipment. You will need to rent them from a third party. Any rental equipment not removed within 3 days of the rental date will accrue a storage fee of \$100 per day. (Local rental companies usually deliver on Saturday and pick up on Monday at a set appointment time.) Renter will call ahead to notify K Space of deliveries of rented equipment and appointed time for pick-up after the event.

No confetti, glitter, rice, birdseed or fresh flower petals may be used as decoration or thrown inside the premises. No decorating with candles or flammables is permitted.

**Catering and Alcohol:** Catering must be arranged by the "renter," and pre-approved by K Space. To serve alcohol, "Renter" must use an approved, licensed, and insured alcohol caterer. K Space will provide a list of available servers. No one other than the alcohol caterers on this list may bring in alcohol. This includes "renter" and guests. Absolutely no one under the age of 21 may consume alcohol on the premises of K Space Contemporary. Security will enforce this rule.

**Music:** "Renter" may hire a band or DJ. K Space Contemporary must pre-approve the band/DJ and has the right to monitor the sound level of the music.

**Artwork:** Renter understands that this is an art gallery. There will be **NO** removal, moving, covering up, or censorship of any art in any manner. Sculpture will be moved to a secure area (corner or against a wall) to prevent damage. If a piece of sculpture is too big or difficult to move, it will stay in the gallery. Temporary exhibition walls will not be moved for rentals.

**Rehearsals:** Rehearsal fee is \$75 for 1 hour usage. If the date is available, "Renter" will make arrangements to hold wedding rehearsals early in the evening before 6:30 pm.

**This is a non-smoking facility at all times.**

A signed attachment "Rental Details" should accompany this agreement.

*I/we the "Renter(s)" assume responsibility and shall reimburse K Space Contemporary for all damage to equipment, furniture, rugs, carpets, works of art, building interior or exterior fixtures during the agreed upon rental period on \_\_\_\_\_ (date).*

*I/we the "Renter(s)" by signing this indemnity form am/are holding K Space Contemporary, its officers, employees, volunteers, and guests harmless against any and all liabilities. I/we am/are also stating that i/we have read and fully understand this indemnity form.*

\_\_\_\_\_  
Renter's signature

\_\_\_\_\_  
date

\_\_\_\_\_  
K Space Contemporary Representative Signature

\_\_\_\_\_  
date

## RENTAL DETAIL FORM

Renter's Name: \_\_\_\_\_ Phone 1: \_\_\_\_\_

Address: \_\_\_\_\_ Phone 2: \_\_\_\_\_

City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

Event Type/Purpose: \_\_\_\_\_

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

Number of Guests: \_\_\_\_\_ Time In: \_\_\_\_\_ Time Out: \_\_\_\_\_

\$250 Security Deposit due at booking \_\_\_\_\_ Date Pd: \_\_\_\_\_ \$ \_\_\_\_\_

The Security Deposit secures your rental reservation. The security deposit is forfeited if you cancel your reservation within 14 days prior to the event. We will return the deposit after the facility has been inspected for damages and none are present.

Cost of Rental: \$ 190 per hr (4-hour minimum = \$760 minimum) \_\_\_\_\_ \$ \_\_\_\_\_

1<sup>st</sup> Payment \_\_\_\_\_ \$ \_\_\_\_\_

Total is Due 2-weeks prior to event: \_\_\_\_\_ Amount Due \_\_\_\_\_ \$ \_\_\_\_\_

Coordinators Notes (delivery date/time, business name, what is being delivered, etc.): \_\_\_\_\_

Tables & Chairs: \_\_\_\_\_

Cake(s) /Catering \_\_\_\_\_

Music: \_\_\_\_\_

Flowers/Decorations: \_\_\_\_\_