



GALLERY 611 EVENT VENUE RENTAL AGREEMENT:



Thank you for your interest in using Gallery 611 for your special event. Gallery 611 is available to host corporate meetings or private events such as small weddings, baby showers, birthday parties and more. To ensure a great rental experience, please observe the following policies as part of your agreement to use our event space:

Setup/Takedown: Client must identify an Event Contact to facilitate set-up, staffing needs and cleanup of the event and to serve as the main contact for the duration of the event/program. Gallery 611 Event Venue **must** be returned to the condition it was in upon arrival and all food items must be removed. We will provide garbage bags and trash receptacle. Your cleaning fees covers the cost of returning the flooring back to clean conditions.

Linen Service: All chairs come with a black chair covers at no additional charge. Table linen is not included in your rental and is available at an additional charge of \$10 per table. You may use your own chair covers and other chair decorations. Client is responsible for bringing their own table covers for all tables they will use. If you prefer, you can use our linen service for tables at an additional cost.

Decoration: Client may not decorate walls of Gallery 611. Banners, posters, artwork or any other signs must be affixed to free-standing supports. No tape of any kind shall be used on the walls. Use of glitter, sparkles, rice, birdseed, or similar material is not allowed. Client may not make holes in the Gallery 611 walls for presentation of any work or information. Any item used for decoration must be removed after the event. Client must take full caution for any artwork displayed. This includes notifying your guests/attendees to be careful and respectful of the artwork. Damages to the any artwork will may affect your security deposit.

Food: Client accepts full responsibility and liability for all foods served during their event at Gallery 611. Only catered food from licensed caterers are allowed in Gallery 611. Restaurant food, store bought foods and prepackaged foods are also allowed. For the convenience of our Clients, we have a refrigerator available for use as part of your rental. All other appliances are NOT included in your rental. Cooking, baking, warming, heating, and food creating of any kind is **not** allowed in Gallery 611. Violation of this policies will lead to event shutdown

and forfeiture of security deposit. Microwave, stove and oven is only for use by Gallery 611 caterers and employees.

Beverages: Per Village of East Dundee Ordinance, absolutely **NO ALCOHOLIC BEVERAGES OF ANY KIND** (wines and wine coolers) may be brought into Gallery 611 Event Venue or anywhere on or around our property at 611 East Main Street including, but not limited to our parking lots or any other part of the building. Only non-alcoholic beverages may be brought into our venue. To have alcoholic beverages at your event at Gallery 611, you must purchase one of our bar packages. Failure to adhere to this policy will cause notification of Police, shut down of your event and forfeiture of all security deposits. Gallery 611 reserves the right to cease or shut down any event, at any time, if these policies are not being adhered to and/or if the safety and protection of the property or guests appears to be at risk. No refunds will be issued. We do not serve minors. We card! All bar packages are billed separately from the venue rentals.

Smoking: Smoking is NOT permitted anywhere on Gallery 611. Client will ensure that fire exits remain free from obstruction. There is a designated smoking area on the west side of the building.

Liability: The Client agrees to hold the Gallery 611, its owners and all its subsidiaries free from any liability or claim for damages or suit for or by reason of any injuries to any person or property of any kind whatsoever, from any cause whatsoever, arising out of the use and occupation of the premises by the renting party and their guest; and the renting party hereby covenants and agrees to indemnify Gallery 611 from all liability or damage on account of or by reason of any such injuries or damage. You are responsible for your guests.

Rental Fee/Security Deposit: Hourly room rental fees are charged in full regardless of the length of use. So 5 mins over is charged at full hour rate and not prorated. You must include your set-up and take-down time as part of your rental. 50% of the total fee is required to reserved Gallery 611. Rental deposits are non-refundable after 3 business days. Dates cannot be guaranteed until agreement has been signed and rental fee deposit has been received. Balance for remaining fee is due no less than 7 days before event date. An additional \$100 refundable security deposit is required. Refund of security deposit will be issued 72 hours after event if nothing is damaged.

Cleaning Fee: All clients are required to pay an additional cleaning fee of \$75 per event. This fee is not refundable. If venue requires more than “ordinary” cleaning, security deposit may be affected.

Cancellation: Cancellation by the client releases Gallery 611 from further obligation. In the event of cancellation by the Gallery 611, the full deposit shall be returned to the client.

Safety: Guests may not wander around the building. Children are welcome at Gallery 611. However, they are the client’s responsibility. Children may not runaround the building for security and safety reasons.

My signature verifies that I have thoroughly read and understand the terms as outlined, and I accept the terms and conditions set forth in this agreement. I understand that a copy of my ID or License is required for verification.

Client signature _____ Date _____

GALLERY 611 RENTER INFORMATION

Client Name:	
Date of Event/Program:	
Begin Time (Includes set-up):	
End Time (Includes removal):	
Client Address:	
Client Phone/Email:	

EVENT/PROGRAM INFORMATION

Event/Program Name:	
Event/Program Description:	
Estimated Attendance #:	
Event/Program Contact Name:	
Event/Program Contact Phone:	
Is this a Public or Private Event:	

ROOM/FACILITIES FEES

Cost of Room/Facility:	
Security Deposit:	
Cleaning Fee:	
Total Due before Event:	