



CARNELIAN ART GALLERY
221 KING ST., SUITE 102
MADISON, WI 53703
CARNELIANART.COM

CONTACT: EVAN BRADBURY
608-333-5309
CARNELIANARTGALLERY@GMAIL.COM

PRIVATE EVENT RENTAL CONTRACT

Carnelian Art LLC operates a Gallery at 221 King Street, Suite 102, in Madison, Wisconsin, 53703.

From time to time, the Gallery is available to rent for private events as approved by Carnelian Art. The Gallery Space is approximately 1,300 square feet, including a restroom. As part of the rental of the Gallery Space, additional space in the Open Studio Area adjacent to the Gallery Space can be made available for use as a prep area, storage, coat rack or similar purposes.

The rental of the Gallery Space is subject to the following terms and conditions and such rules and regulations adopted from time to time by Carnelian Art LLC or King Street Gallery, LLC.

CONTRACT DETAILS

This contract defines the terms and conditions under which Carnelian Art LLC (Carnelian) and _____ (hereafter referred to as the CLIENT) agree to the CLIENT'S use of the Gallery Space and related facilities on _____ (Event Date) between the hours of: _____ to _____.

This contract constitutes the entire agreement between both parties and becomes binding upon the signature and acceptance of this rental contract. The contract may not be amended or changed unless specified in writing and signed by a representative of Carnelian and CLIENT.

USE OF GALLERY SPACE

CLIENT'S use of the Gallery Space shall be for the following event or events: _____ ("Event").

EVENT FEES AND PAYMENT REQUIREMENTS

The signed contract and a \$200.00 security deposit payment are due within five (5) days of booking to confirm the reservation and to hold the requested time and space exclusively. The Rental Fee for the Gallery Space shall be: \$200 per hour plus applicable sales taxes ("Rental Fee"). Private events must be set at a minimum of two (2) hours.

Payment of the full Rental Fee is due five (5) days prior to the Event Date.

The security deposit, less damages will be refunded only upon the satisfactory completion of the rental. Any damages and charges exceeding the amount of the security deposit will be billed to the CLIENT.

All payments shall be made to Carnelian Art LLC by credit card or acceptable check.



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DATE CHANGES

If the CLIENT requests a change to the Event Date, every effort will be made by Carnelian to transfer the reservation to support the new date. The CLIENT agrees that any expenses including, but not limited to deposits and fees that are non-refundable and non-transferrable resulting from a change in the Event date are the sole responsibility of the CLIENT.

RULES AND REGULATIONS

Decorations

Any use of decorations for the Event must be approved by the Carnelian. Candles must be contained or enclosed in glass. Decorations may not be hung using nails, tacks or staples. No use of masking, duct, electrical, transparent, double sided tapes or glue that leaves a sticky residue. No confetti, glitter, or sand may be used.

Catering

The use of an outside catering vendor is permitted.

Alcohol

The sale of alcoholic beverages is prohibited.

Contract Times

Set up and clean up should be completed during Event contract times. Additional Event fees shall be charged for any additional time during which the CLIENT occupies the Event Space.

Clean Up

All items brought in by CLIENT, outside vendors, or guests will need to be removed at the end of the Event. This includes personal items, gifts, decorations, trash, etc. Furniture should be returned to its original placement, hard surfaces wiped down and spills cleaned up. Any items left on site will be subject to trash unless there is an agreed upon time in advance for pick up. Carnelian is not liable for any items left in the space.

Noise Levels

Noise volume after 10:00 p.m. must be kept at a reasonable level. Noise levels will be enforced.

CLIENT RESPONSIBILITIES

The CLIENT is responsible for making all guests aware of our policies. Any property (inside or outside) damaged or destroyed on Carnelian premises becomes the full



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responsibility of the CLIENT.

The CLIENT shall comply with all laws, rules and regulations relating to use of the Event Space and CLIENT's activities.

The CLIENT has read and fully understands the rules and regulations associated with rental of the Event Space.

_____ (Initial)

I am aware that I am liable to Carnelian Art and King Street Gallery for any losses and any additional charges I will incur if there are damages or violations to the above stated policies. _____ (Initial)

Client Signature: _____

Date: _____

Carnelian Agent Signature: _____

Date: _____