

# RENTAL CONTRACT

## Artifacts Gallery

This contract is to serve as a binding rental agreement between the owners of Artifacts Gallery located at 302 E. Main Street, Farmington, NM and the renter of the designated event space within the 302 E. Main premises.

**Kind of Event:** \_\_\_\_\_

**Date and Times of Event:** \_\_\_\_\_

1. The use of flame/fire of any kind is strictly prohibited with the exception of food warmers. This includes matches, lighters, candles, cigarettes, cigars, fireworks etc.
2. Rearranging the existing furniture is strictly prohibited without permission and/or supervision of owners. Lessee is responsible for returning furniture to its original placement. Trash shall be removed and placed in the provided trash containers.
3. A limited number of rented tables and chairs can be used by arrangement. Maximum occupancy 120
4. The use of kitchen facilities by the lessee is prohibited. Use of the customer kitchen counter is permissible with **prior approval**. Studio Bake Shop is available for catering with a separate arrangement.
5. Event move-in time is by arrangement.
6. **NO** use of glitter, confetti, and/or helium balloons is permitted.
7. **No** use of tape, staples, tacks, or nails is permitted.
8. The renter shall provide certificate of insurance for an event insurance policy of at least \$1,000,000 per occurrence of general liability and include as additional insured Artifacts Gallery.
9. **The use of Alcoholic beverages is permissible. It is required that liquor liability be added to the event insurance policy with liquor liability coverage of at least \$1,000,000 per occurrence (whether the event is a BYOB or with a contracted vendor).**

Artifacts Gallery shall be included as additional insured. If a contracted alcohol vendor is used they must have the appropriate license for the event and proof of license 7 days before the event. Proof of insurance shall be provided to the owner at least 7 days prior to event.

10. A limited amount of artwork in the space can be moved to accommodate a photo wall or event display.

11. **A non-refundable deposit of \$100 is required to reserve the date of the event.** Payment in full must be made 7 days in advance of the event. .

12. Decorations and set up will be by arrangement with Artifacts Gallery

13. Rental Fees:

1- <b>First Hour</b>	\$ 150.00
2- <b>Each additional hour \$ 100.00</b> x( ) _____	
Less deposit	- _____
<b>Total cost for space rental</b>	<b>\$ _____</b>

Terms of this agreement are legal and binding between the two parties listed below.

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<b>Person Responsible for Payment</b>	Date
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**Contact info** (phone #, address, email) of Person Responsible for Payment

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Artifacts Representative	Date
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