



Bismarck Art & Galleries Association

Facility Rental Policies and Guidelines

Gallery

The gallery is a venue for a variety of special events such as wedding receptions, elegant dinners, corporate cocktail parties, charity galas and holiday parties. A separate Facility Rental Contract will be sent by BAGA for rental of the gallery space.

Capacity

The Renter agrees to insure that no more than 100 people will be in the gallery building at any one time as dictated by fire code. The recommended maximum capacity for a comfortable sit-down event is 70 people.

Availability

The gallery is generally available for rental Tuesday, Thursday and Friday from 5:00 P.M. to 11:00 P.M. and Saturday and Sunday from 8:00 A.M. to 11:00 P.M. Special events are usually not scheduled in the main gallery during normal operating hours without special requests. In order to lock in a requested date, a Facility Rental Agreement must be signed by Bismarck Art & Galleries Association and the Renter and returned to the gallery. The rental and deposit fees are due when contracts are signed.

Rental Costs

Business Rental: \$350 for up to 6 hours

Business Damage Deposit: \$100

Nonprofit/Personal Rental: \$250 for up to 6 hours

Nonprofit/Personal Damage Deposit: \$100

Rental Includes use of 48 chairs, eight rectangular tables.

Renters may not use gallery dishes, serving platters, stemware or silverware.

Damage Deposit

The Renter shall provide a separate check in the same amount as the rental fee. This check shall be held and returned after the event if no damage occurs. Should damage occur to the premises, the check will then be deposited. Any carpet stains resulting from the event will be professionally cleaned by Arrow Cleaners. If carpet cleaning costs run higher than the damage deposit, the Renter will be billed for the balance of the carpet cleaning costs. Payment for excessive damage is required within thirty (30) days. Should the Renter question such charges, they should contact the gallery office at 701-223-5986.

Additional Charges:

Piano Fee - A \$100 fee is charged for use of facility piano to assist in regular tunings.

Extended Hours - \$25 per hour is charged for events after 11:00 P.M.

Cancellations

If the Renter needs to cancel, the cancellation must be in writing two weeks prior to the event in order to qualify for a refund. The gallery will review emergency cancellations on a case by case basis. The gallery retains the option to cancel an event should the renter fail to comply with any of the provisions contained in this Facility Rental Agreement and the "Facility Rental Policies & Guidelines" for special events.

Catering, Decorating and Alcoholic Beverages

Food, beverages and decorating are not provided by the gallery, but the Renter can provide their own or arrange for a caterer/decorator. All catering costs, tenting, transportation or equipment are separate from gallery charges. Alcoholic beverages may be served, but not to minors. Parties of 50 or more with underage guests should hire security. It is the responsibility of the Renter to prevent public intoxication and disorderly conduct of guests, so as not to reflect badly on the gallery. Cash bars are not allowed. **Note: Grape juice and Koolaide are not permitted in the gallery. Smoking is also prohibited inside the gallery. Any spillage of red wine during an event must be reported to gallery staff immediately following the conclusion of the event.**

Set-Up, Decorations and Entertainment

On the day of the event, set-up must begin no earlier than two (2) hours before the event unless approved by the gallery. All deliveries must be scheduled in advance. For events that take longer than two (2) hours to set-up, an additional fee will be charged. **Nothing can be stapled, nailed or attached to any part of the gallery.** Some items may be taped if pre-approved by staff. **Gallery exhibits and gallery property may not be moved without permission of gallery staff and must be moved by staff only.** Rose petals, butterflies and bubbles may be used at weddings in the outdoor areas only. Candles must be enclosed in pre-approved glass holders. NO SPARKLERS, BIRD SEED OR RICE.

Break-Down and Clean-Up

Breakdown must occur immediately after the event and all rental and decoration items must be removed or special arrangements need to be discussed with the gallery staff. Tables and chairs must be returned to their original locations. Renter and Caterer will ensure thorough clean up, including emptying all trash in the dumpster located behind the building and vacuuming of floors. **In the event of non-compliance, the gallery will reserve the right to keep the Renter's deposit. At the end of the event, break down must be completed within 1 1/2 hours. Events that require a longer break down time will be charged an additional fee.**

Security/Parking

There are an adequate number of parking spots available after 5:00 P.M. There are two handicapped spots directly in front of the gallery and on-street parking is available. The gallery ***does not*** provide security for its parking lot. All patrons assume the risk of any loss when they choose to park in the BAGA parking lot. The gallery is not responsible for any damage or loss to any automobile that is parked in the lot.

Liability Provisions

The Renter assumes liability for loss or damage to the gallery property that results from its use of the facility, and agrees to hold the gallery harmless for loss or damage to the persons or property of its members or guests while at the gallery. The Renter assumes responsibility and liability for illness resulting from serving of food and drink at the facility and agrees to hold the gallery harmless.



Bismarck Art & Galleries Association Personal/Nonprofit Facility Rental Agreement

Please review this contract carefully. Sign and return one copy with appropriate fees.

By this agreement, the Renter does contract with Bismarck Art & Galleries Association hereafter referred to as BAGA or the gallery, to use the facilities on the below listed date.

Name of Event: _____ Date of Event: _____

Name of Non-profit 501(c)(3) or Personal Renter: _____

Authorized Contact Person: _____

Address: _____

Phone: _____ e-mail: _____

Time Event is to Begin: _____ Time Event is to End: _____ Anticipated Attendance: _____

Time Set-up is to Begin: _____ Clean-up to be Completed by: _____

The Renter agrees to abide by the policies and conditions outlined in this contract.

The Renter agrees to designate one person to be in charge while at the gallery. The person in charge must be present during the entire event and insure the gallery is cleaned up after the event. If different from the Authorized Contact Person, please include the name of the person in charge during the event:

Person in charge during the event and clean-up: _____

Phone: _____ e-mail: _____

The fee for renting BAGA is \$250 for up to 6 hours plus a separate \$100 deposit toward clean-up and damages. Please note that the event time includes set-up and clean-up. Said damage deposit will be held and returned to the Renter unless damage occurs or the event goes beyond the pre-scheduled time.

The Renter agrees to pay \$_____ to rent the gallery for _____ hours. If use exceeds this number of hours, the Renter agrees to pay \$25 for each additional hour.

Additional Charges:

Piano Fee - A \$100 fee is charged for use of facility piano to assist in regular tunings. Extended Hours - \$25 per hour is charged for events after 11:00 P.M.

Checks should be made payable to *Bismarck Art & Galleries Association*.

I certify that I have read, understand and accept the conditions set forth in the guidelines and this contract.

Bismarck Art & Galleries Association

Renter

Signed: _____

Signed: _____

Date: _____

Date: _____

Mail correspondence to:

Bismarck Art & Galleries Association
422 East Front Avenue
Bismarck, ND 58504
701-223-5986

Address: _____

City/Zip: _____

Phone: _____



Bismarck Art & Galleries Association Business Facility Rental Agreement

Please review this contract carefully. Sign and return one copy with appropriate fees.

By this agreement, the Renter does contract with Bismarck Art & Galleries Association hereafter referred to as BAGA or the gallery, to use the facilities on the below listed date.

Name of Event: _____ Date of Event: _____

Name of Business Renter: _____

Authorized Contact Person: _____

Address: _____

Phone: _____ e-mail: _____

Time Event is to Begin: _____ Time Event is to End: _____ Anticipated Attendance: _____

Time Set-up is to Begin: _____ Clean-up to be Completed by: _____

The Renter agrees to abide by the policies and conditions outlined in this contract.

The Renter agrees to designate one person to be in charge while at the gallery. The person in charge must be present during the entire event and insure the gallery is cleaned up after the event. If different from the Authorized Contact Person, please include the name of the person in charge during the event:

Person in charge during the event and clean-up: _____

Phone: _____ e-mail: _____

The fee for renting BAGA is \$350 for up to 6 hours plus a separate \$100 deposit toward clean-up and damages. Please note that the event time includes set-up and clean-up. Said damage deposit will be held and returned to the Renter unless damage occurs or the event goes beyond the pre-scheduled time.

The Renter agrees to pay \$_____ to rent the gallery for _____ hours. If use exceeds this number of hours, the Renter agrees to pay \$25 for each additional hour.

Additional Charges:

Piano Fee - A \$100 fee is charged for use of facility piano to assist in regular tunings. Extended Hours - \$25 per hour is charged for events after 11:00 P.M.

Checks should be made payable to *Bismarck Art & Galleries Association*.

I certify that I have read, understand and accept the conditions set forth in the guidelines and this contract.

Bismarck Art & Galleries Association

Signed: _____

Date: _____

Mail correspondence to:
Bismarck Art & Galleries Association
422 East Front Avenue
Bismarck, ND 58504
701-223-5986

Renter

Signed: _____

Date: _____

Address: _____

City/Zip: _____

Phone: _____