ESSEX ART ASSOCIATION GALLERY RENTAL CONTRACT

I/WE, _____ , hereafter known as **Lessee**, agree to rent the Essex Art Association, Inc. Gallery at 10 North Main St. Essex, CT 06426, hereafter known as **Lessor**, from _____ to _____ from the hours of _____ to _____ at a rental fee of $100 per day not including the day of setup or the day of take down, plus a damage deposit of $200.

Terms and conditions:

1. The Lessee agrees to use the premises as an art gallery only and not for any other purpose without the written permission of the Lessor.

2. The Lessee agrees to leave the premises in the same condition as they found them.

3. The Lessee will remain at the exhibit during the open hours of exhibit.

4. The Lessee will be responsible for any loss or damage caused by them or their guests.

5. The Lessee is responsible for removing trash, food, beverages, and any other articles related to their function before vacating the premises.

6. The Lessee agrees to use nails provided by the Lessor to hang artwork. Artwork that requires any alternative method of hanging, or which is displayed other than on the carpeted walls or on the provided pedestals, must be approved by the Lessor.

7. The Essex Art Association, Inc. is not responsible for the loss or theft of any property of the Lessee or guests.

8. The Essex Art Association, Inc. is not responsible for any injury sustained by the lessee or guests during the rental period.

9. In accordance with the Connecticut State Law it is the Lessee's responsibility that no one under the age of 21 consumes any alcoholic beverage at the Essex Art Association, Inc. Gallery. It is the Lessee's responsibility to monitor the alcohol consumption of their guests, and to curtail the consumption of any alcoholic beverage by a guest who appears to be intoxicated. The Essex Art Association, Inc. will not be held responsible for any mishap that occurs due to alcohol consumption.

10. Smoking is prohibited in the gallery as well as on Essex Art Association, Inc. grounds.

11. Lessee must provide proof of $1,000,000 of general liability insurance.

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Pricing:

Damage Deposit	$200
Rental Fee$100/day	$_____
Total:	$_____

Setup and takedown (the day before and day after the rental period) are provided to Lessee at no charge.

Pricing Example:
Lessee occupies the gallery on Thursday (setup at no charge); has an opening reception Friday evening $100, continues to occupy the gallery Saturday and Sunday $100each day ; takes down and exits the gallery on Monday (takedown at no charge) — the total rental fee would be $300 plus $200 damage deposit.

A rental deposit of $75 is required with the return of this contract to reserve the requested dates (if available). The remainder of the rental fee, plus the damage deposit, is to be paid in full by September 1st. The damage deposit will be refunded within fourteen (14) days after the rental period provided there is no damage or property loss.

Cancellation Policy:
Return of damage deposit. Other refunds as follows:
Cancellation prior to September 1st: loss of rental deposit ($75).
Cancellation on or after September 1st: loss of rental deposit and 50% of rental balance.

For Lessee:

Read and sign attached Alcohol Policy Addendum

_____
Name

_____ _____
Signature Date

For Essex Art Association, Inc. (Lessor):

_____
Name

_____ _____
Signature Date