



## *Facility Rental Guidelines*

The Gallery is an elegant and unique facility for your next event. The Gallery has been completely renovated and the architecture dates to the 1920's.

The convenient location in downtown Red Bank offers plenty of free on-site parking.

- Rental Exclusions*      The Gallery retains the right to refuse rental deemed inappropriate to the venue's environment.
- Date Reservation*      The Gallery will be glad to check a date for your event. However, we will be unable to hold a date without a contract and deposit.
- Rates*                      Hourly rates booked must include any time needed for set-up/breakdown. The time you rent is from the time The Gallery is opened for you until it is locked behind you. There is no refund due to leaving earlier than contracted time. There is a three (3) hour minimum for events starting after 4:00pm.
- Catering*                  The Gallery will provide a list of approved caterers. An exception to use a caterer not on the approved list may be made on an individual basis. Caterers not on the list will be required to provide insurance and bonding forms at least fourteen (14) days prior to the event they are catering. Self-catering is allowed.
- Alcohol*                    The Gallery does not have a liquor license. Renter's take full responsibility for any alcohol consumption by any guests on the premises. No keg beer allowed. A licensed bartender provided by The Gallery, is required for all parties serving alcohol. Only wine and beer are allowed. The usual fee is \$200 per party depending upon guest count, hours and # of bartenders required.
- Equipment*                Showtime Rentals is our supplier for tables, chairs, dishes and more. Carriage Cleaners and The White Table are our linen suppliers. Information on sound equipment, music, photographers, valets, tents and social planners is available.
- Liability*                    The renter agrees to assume all responsibility for injury to persons present at the event or loss of their property and agrees to

assume responsibility for damage or theft to The Gallery and its contents caused by anyone attending or present on the premises as a result of said renter's event.

*Furniture*

The Gallery will be happy to set up the furniture on the premises to your liking. Furniture may not be rearranged by Renter.

*Smoking*

The Gallery is a smoke free facility. Smoking is not permitted inside the buildings or on any of the decks or landings.

*Publicity*

Use of The Gallery Logo is not permitted without written authorization.

*Decorations*

The following decorative items are not allowed at The Gallery: open candles, glitter, confetti, rice, silly string, floating lanterns or loose real petals. We also do not allow propane fueled cooking apparatus in the building. Decorations may not be affixed to the walls nor hung from the ceiling without prior written permission.

*Set-up/Breakdown*

All arrangements for the event, including decorations, set up, and scheduling of deliveries must be cleared 14 days in advance of the event. Initial set up of the space is included in the price as long as it is received 14 days prior to event. If the floor plan is not received 14 days in advance then a \$50 set up fee will be charged.

Each renter is responsible for leaving rented spaces clean and free of trash after the event. All personal items are to be removed/broken down by the time the event ends. There is no additional time for breakdown afterwards.

The Gallery is not responsible for any lost or stolen renters' or caterers' property or equipment rented for use by the renter or caterer.

*Security*

A representative of The Gallery is not guaranteed to be on site during your event. If you wish to hire staff or additional security, a Gallery representative will be happy to arrange it for you at an additional charge.

**User Signature:** \_\_\_\_\_

**Event Date:** \_\_\_\_\_

**Gallery Representative (initial) :** \_\_\_\_\_