**Venue Rental Information**

**Standard Rates:**

Base Pricing for functions with 30 or fewer people is $55/hour with a two-hour minimum. 31 people or more is $95/hour with a minimum of three hours.

There is a buyout option available or events during business hours. Pricing is determined by the specifics of the event, so call for a Quote.

There is an additional $30 cleaning fee for groups of 2-30 and a $50 Cleaning Fee for groups of 31-80.

**Booking and Deposits:**

For events that are less than three hours in duration, payment is due in full at time of Booking.

For events over three hours in duration, a 50% deposit is required at time of booking.

Final Payment is due 45 days prior to event.

Deposits and payments can be paid in cash, personal or cashier’s check if event is more than 30 days out, Zelle, QuickPay, credit/debit cards, and PayPal. Credit cards will incur a 3% fee. PayPal will incur a 2.9% fee.

On the day of the event, a security deposit of $300 is due. This will be refunded within 48 hours of the end of the party and will be used for damage to art or property or for failure to adhere to the contract.

**Payment Methods:**

Deposits and payments can be paid in cash, personal or cashier’s check if event is more than 30 days out, Zelle, QuickPay, credit/debit cards, and PayPal. Credit cards will incur a 3% fee. PayPal will incur a 2.9% fee.

**Available Times:**

Ice House Gallery is available for Booking between 9am-10pm Monday through Saturday and 10am-6pm on Sunday. If your event falls outside of those hours, please call for scheduling.

All Bookings include an additional 30 minutes before and 30 minutes after your reserved time at no additional cost. Ice House Gallery will do the table and chair set-up for an additional fee of $20-55 dollars depending on level of set-up.

Ice House Gallery is not available on Fourth of July, Thanksgiving Day, Christmas Eve, Christmas Day, New Year’s Eve, New Year’s Day

**Cancellation Policy:**

In the event of cancellation, the following Refund Schedule applies:

60 days prior to event, full refund.

59-30 days prior to event, 50% refund of deposit.

29 days or less prior to event, no refund, though we will apply your deposit towards a future booking.

**Amenities:**

Ice house Gallery offers approximately 1100 square feet of open floor space that can comfortably accommodate 80 people. Included with bookings are the following standard amenities:

60 black metal folding chairs, 2 6-' banquet tables, 6 high-boy tables, and one Blue-tooth enabled speaker, as well as use of the kitchenette with full fridge, microwave oven, sink, dishwasher, plenty of counter space, and a coffee pot.

For additional cost, we offer some tablecloths, cloth napkins, drink dispensers, some serveware and serving utensils, a microphone, two large speakers, wall projector, wall screen, and additional up lighting.

**Decorations:**

Decorations should be kept to a minimum. Flowers and centerpieces are acceptable. No glitter, confetti, or loose balloons are allowed. Decorations will be evaluated on a case by case basis. The existing art on the walls serves as the decoration and cannot be removed. Customer is responsible for removing all additional decorations upon departure.

**Services:**

Ice House Gallery has a professional party planner available for a cost of $65/hr. She will help you with as little or as much as you need, including planning the entire event. Additionally, we have available bartenders, servers, and valet services for additional fees.

**Restrictions:**

Ice House Gallery is not available for children’s parties, and all minor’s must be accompanied by an adult. There is no place to establish a party dance floor.

**Discounts:**

For payment in full at time of booking, a 10% discount will be applied to events over three hours in duration. This excludes short events and events booked within one week.

**RULES & POLICIES:**

NOISE POLICY

IHG reserves the right to stop any event at any time (temporarily or permanently) if the overall sound exceeds 90 decibels. We are located in a residential neighborhood and we respect our neighbors.

In addition to accepting our noise and damage policies, THE CLIENT AGREES TO THE FOLLOWING:

1. No alcohol is to be sold on the premises. IHG does NOT have a liquor sale license and is BYOB.

2. ALL outside decorations must be approved, and NO use of glitter, confetti, etc. is allowed. General balloons on strings are fine, however please pop them on site and dispose of them or take them with you, do NOT release outside.

3. Do NOT bring in outside sound systems or microphones (unless pre-approved for DJ equipment)

4. Do NOT exceed 80 guests at any time

5. No one is allowed upstairs at any time for any reason. These are private studios.

6. No removal or rearranging of furniture or art work allowed

7. All trash is to be collected, put in trash bags, and secured in the kitchen.

8. All boxes are to be broken down and laid flat in a single pile

9. The signer of this contract is responsible for excessive damage to art or to the property.

In general, we at Ice House Gallery expect reasonable, common-sense behavior from our hosts/their guests, and they should expect the same from us!

**DETAILED CONTRACT**

Name and Contact Information of Responsible Party: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Booking: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Type: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Times of booking are \_\_\_\_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_\_\_

Total Cost for these \_\_\_hours is $\_\_\_\_\_\_\_\_\_\_\_

Cleaning fee is an additional $\_\_\_\_\_\_\_\_\_\_\_\_

Extra amenities:

|  |  |  |
| --- | --- | --- |
| ITEM | COST | TOTAL |
| Linens- Cleaning Fee | $.50 /napkin, $4/tablecloth |  |
| Screen | $8 |  |
| Projector | $12 |  |
| Microphone | $5 |  |
| Large Speakers | $5 |  |
| Drink Dispensers | $4/each |  |
| Serveware/Utensils | $.75 /each item |  |
| Vases/Canlde Holders | $.50/each |  |
| IHG Table set up | $20-55 |  |
| TOTAL ADDITIONAL COST |  |  |

Event total:

|  |  |  |
| --- | --- | --- |
| TIME | Hrs x rate |  |
| CLEANING | 30 or 50 |  |
| EXTRAS | varies |  |
| TOTAL |  | $ |
| DEPOSIT |  | $ |
| TOTAL DUE on |  | $ |

Included in the cost is 30 minutes before scheduled time for set-up and 30 minutes after event for clean- up. If additional set-up time is required, there may be an additional fee. If the client remains after the 30-minute clean-up time, a $350 fee will be applied to the credit card on hold.

A credit card is required on the day of the event with a $500 hold for any damages incurred. Funds will be credited back within 48 hours provided that no damages were incurred.

Failure to pay in full 30 days prior to event will forfeit the booking and the deposit.

Deposit received of $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_