



Venue Rental Agreement

Event Date: _____

Name _____

Phone _____ Email _____

Address _____

City/State/Zip _____

Please note: Artsbridge also operates as a gallery/exhibit space therefore NO exhibit pieces or artwork may be moved, dismantled, or rearranged for a venue rental by any individual or group not employed by or affiliated with Artsbridge. Artsbridge will handle the moving of any pieces if we deem it necessary to do so.

Event Date & Time _____, _____ am/pm through _____ am/pm

Type of event _____ Approximate # of guests _____

Venue Weekend Rental Rates

- \$375 for a weekend date (3 hour event + 1 hour before/after for setup/cleanup)
- \$250 for a weekend date (2 hour event + 1 hour before/after for setup/cleanup)

Extra hours \$125 each, must be approved prior to the event.

Compensation for security personnel (Artsbridge provided) is included in the rental fee.

Venue Weekday Rental Rates

- Before 4pm: \$50 per hour. No security personnel required during business hours.
- After 4pm: \$75 per hour. Compensation for security personnel included in the fee.

Decorating & Set-Up/Clean-Up Times

Weekend Rental: Friday 9AM – 12PM AND/OR Saturday one (1) hour prior to event start time. Clean-up shall take no longer than one (1) hour.

Weekday Rental: to be determined based on need.

Rental Fee is due at the time of booking and is non-refundable with cancellation.

Smoking/Vaping is not permitted anywhere inside or around Artsbridge. Décor, linens, food and refreshments is the responsibility of the rental client. Artsbridge, its employees and/or board, is not responsible for liability for injury, property damage, lost or stolen items before, during, or after the event and occurring to clients or any third party attending or contracted for the event.

Client Signature

Artsbridge