



Venue Rental Agreement

Event Details

Event Date: _____

Start Time: _____ am/pm End Time: _____ am/pm

Type of Event: _____

Estimated Number of Guests: _____

Renter Contact Information

Name: _____

Phone: _____

Email: _____

Address: _____

City/State/Zip: _____

Important Notes

- **Artsbridge is an active gallery space.** Art displays **cannot** be moved, rearranged, or removed by anyone outside of Artsbridge staff.
- If any changes to artwork are needed, **Artsbridge will handle it.**

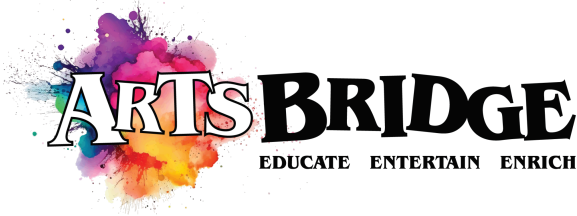
Rental Rates

Weekend (Sat–Sun, 10 AM – 6 PM)

- \$200 for up to 2 hours
- \$75 for each additional hour (*must be pre-approved*)
- Includes Artsbridge-provided security

Weekday

- **Before 4 PM:** \$25/hour (No security needed)
- **After 4 PM:** \$50/hour (Security included)
- **Riccobene Room Day Rate (10 AM–5 PM):** \$150



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Setup & Cleanup

Weekend Rentals:

- Setup available: Friday 9 AM–12 PM **and/or** 1 hour before your event
- Cleanup must be completed **within 1 hour** after your event ends

Weekday Rentals:

- Setup/cleanup time arranged as needed

Rental Fee is due at booking and is non-refundable if canceled.

What's Included

Unless renting the Riccobene Room by the day, your rental includes:

- **Use of front gallery space** (great for mingling, food, or drinks)
- **Tables and chairs**

Furniture Inventory

- (7) – 8ft rectangular tables
- (6) – 6ft rectangular tables
- (3) – Round high-top tables
- (60) – Black folding chairs

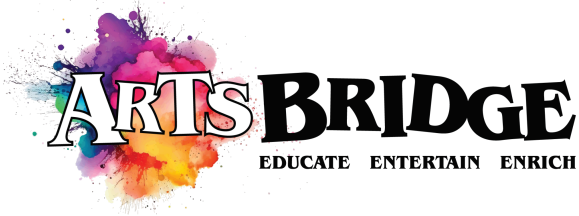
The **Riccobene Room** seats up to 25 people comfortably.

Amenities Available

The following are available for your use during your rental:

- **Water dispenser** with hot and cold options
- **Coffee maker** with regular coffee and supplies
- **Assorted teas**
- **Basic technology setup** (includes access to screen if needed – please confirm in advance)

Please notify Artsbridge in advance if you plan to use any technology so we can ensure it's ready and available.



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Client Responsibilities

Artsbridge will set up tables and chairs in a standard layout. Clients may rearrange, but must:

- **Bag all trash** and place it in the can behind the building
- **Sweep/vacuum** used spaces
- **Wipe down** food and drink areas

No smoking or vaping anywhere on or around the premises.

Clients are responsible for décor, food, drinks, and linens.

Artsbridge is not liable for injury, property damage, or lost/stolen items before, during, or after your event.

Parking

- **7 spaces** are available behind the building.
- **3 spaces (including 1 for the Executive Director)** must remain open for Artsbridge staff during business hours.
- Remaining spaces are best for the event host and helpers.
- Guests should use **street or public parking**.

Client Signature

Artsbridge Representative

Date

Office Use Below

Amount Due: \$_____

Circle One: CASH | CHECK # _____ **| ONLINE**

Paid in full: ____/____/____