

FACILITY RENTAL AGREEMENT

STEWART GALLERY

This contract dated the ____ day of _____, 20__ is between Stewart Gallery, 6655 Main Street, Gloucester, VA and the Renter, _____

For the event of _____

To take place (date) _____ (hours) _____

Estimated attendance of the event will be _____ persons.

Setup for the event may begin on _____

The event will begin at _____ and end, including total clean up at _____

Fee for Stewart Gallery rental \$ _____

50 % deposit is due on _____ in the amount of \$ _____

Fees for using Stewart Gallery’s facility do not include cleaning and/or removing all trash and debris, using staff beyond the specified times set in this agreement and/or any damages. Any additional fees will be billed to the Renter. Staff fees will be computed at the hourly rate and payment will be due two weeks (14 days) from the Renter’s receipt of the bill. Renter shall be responsible for all cost of collection, including attorney’s fees.

By signing this agreement, the Renter agrees to the terms, policies and conditions of this RENTAL AGREEMENT and the attached GALLERY RENTAL RATES AND POLICIES, which are now incorporated into this agreement. This agreement shall be governed by the laws of the Commonwealth of Virginia.

Renter _____

Address _____

Phone _____

Email _____

Accepted by:

Stewart Gallery _____ Title _____

Date _____