



Gallery Rental Rates and Policies

6655 Main Street
Gloucester VA 23061
804.693.2696

- Stewart Gallery is available for rental before 11 AM and after 5 PM Monday through Saturday and all day on Sunday. We do not rent the gallery for a private event during our normal business hours.
- Stewart Gallery will comfortably accommodate 50 people for a reception. There is not a full kitchen in Stewart Gallery. Parking is on street.
- The rental rate is \$75 per hour with a two-hour minimum. This hourly rate includes the fee for one gallery staff person that must be present during all events. Separate fees may be assessed for setup and cleanup if needed. Clean-up and removal of all food, trash, decorations, etc. is the responsibility of the renter and its vendors. A cleanup crew can be arranged at a rate of \$25 per man hour.
- An ABC permit is required for all events serving alcohol and may be obtained online from <https://www.abc.virginia.gov/licenses/get-a-license>
- All events require a certificate of general liability insurance covering the event. Individuals may obtain a simple certificate from their existing homeowner's insurance carrier. Organizations must name Stewart Gallery as an additional insured. This certificate must be delivered to Stewart Gallery no later than 7 days prior to event.
- Stewart Gallery reserves the right to refuse any event.
- Reservations may be made up to six months in advance and confirmed with a signed agreement and 50% deposit. The reservation may be cancelled without penalty up to 30 days prior to the event. The deposit will be forfeited for cancellations made 29 to 7 days prior to event. The renter is responsible for the entire rental fee if cancellation is made with less than 7 days' notice before the event.
- This is an operating art gallery. The art on display must be protected during the event. Food and drink must be carefully controlled, and no smoking is allowed. Exhibits cannot be disturbed; all the art must be visible.
- Renter is responsible for pick up or delivery of any equipment and must arrange for removal by 5:00 p.m. the day following the event. Stewart Gallery is not responsible for any loss or damage to such equipment.
- The Renter is fully responsible for all damage to Stewart Gallery's property, the building and the exhibits, (including theft) caused by the renter, the renter's agent or the renter's guests. The renter agrees to pay Stewart Gallery for all such damage or loss. Any piece of artwork damaged will be considered automatically purchased for the price listed.

The Renter has read and agrees with the above rates and policies.

Renter _____ Date _____