



Hallet Oak Gallery

A Center for Arts and Entertainment

APPLICATION FOR BUILDING USE – PAGE 1 OF 2

Hallet Oak Gallery is an art gallery first and a multi-purpose venue second. We want people to enjoy the art center, but we must protect the art and building. Please read this policy carefully and discuss concerns at the time of booking.

Date of Use: _____ Hours of Use: Start: _____ Finish _____ Total hours: _____

Name of Group: _____ Function: _____ No. of guests: _____

Contact: _____ Contact Phone Numbers: _____

Physical Address: _____ City: _____ State: _____ Zip: _____

Email: _____

Name of Caterer: _____ Caterer's Number: _____

PLEASE SPECIFY THE EXACT TIME YOU (or your caterer) WANT ACCESS TO THE BUILDING.

BUILDING RENTAL FEES –

Under no circumstances can lessee sublease space

Lower Level Available Only. Upstairs is not available at this time.

Capacity – 144 standing, 80 sitting

\$ _____ \$50 per hour, *three-hour minimum for public events held during Gallery's hours of operation.

\$ _____ \$50 per hour, four-hour minimum for private events held outside Galley's hours of operation.

*Five hour minimum if need to close building for private event on regular hours of operation.

Cleaning Fee: Added to all rentals

\$ _____ \$100 Cleaning fee may be waived if clean after use. Select to pay or provide cleaning.

Downstairs Rental includes use of 5 round tables, 5 rectangular tables and chairs. Also available are small microwave, coffee machine on stand, mini Keurig coffee machine, hot and cold 5 gallon water dispenser (water from Brookshire's), dual trash container (uses medium kitchen trash bags), plastic trash bin (uses tall kitchen trash bags), and outdoor city dumpster. Upstairs is closed to public.

Available for additional rental fee are:

\$ _____ \$75 Stainless Flatware

\$ _____ \$25 Stereo sound system with one DVD player

\$ _____ \$25 Sony HD projector

\$ _____ TOTAL

50% DEPOSIT REQUIRED. BALANCE MUST BE PAID NO LATER THAN 30 DAYS PRIOR TO EVENT.

(Non profit organizations may apply for a discounted rate.)

REFUND POLICY:

All requests for refunds must be made in writing. For a full refund of the deposit, the request must be received 30 days in advance of the date reserved for the event. For requests received 14 days or less in advance of the event, a 50% refund will be given. For cancellations two days or less before the event, a refund will not be given. See Page Two for Historical Building Use Requirements.



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HISTORICAL BUILDING USE REQUIREMENTS – PAGE 2 OF 2

1. Use of any area in the HOG building may not interfere with any HOG exhibit or other scheduled program. Date and time must be confirmed in advance of building use by application to the VIP HOG Volunteer or HOG Representative in charge.
2. There will be one named person or representative of organization responsible for adherence to rules and for clean up after use of the facilities. The user is solely responsible for setting up and cleaning up before and after the event for which the facility is being used unless other arrangements are made with HOG.
3. All areas should be clean and neat before building is closed. Floors should be swept. Chairs, tables wiped with damp cloth and other items must be clean and returned to usual storage area. Dishes must be washed at home and returned. All trash should be bagged and removed to the dumpster behind the building.
4. Hard liquor is discouraged. Beer and wine is acceptable.
5. No rowdiness and/or rambunctious games are permitted.
6. In accordance with the Fire Code, all smoking must be done outside the building. We are sorry but absolutely NO use of candles is allowed, unless professional catering has proper candleholders.
7. All events must close by 12:00 PM unless there is PRIOR agreement from the HOG or designated representative to close later.
8. Under no circumstances may public move artwork or armoires. Please request in advance.
9. Nails, tacks and tape are strictly not allowed because the building is an historic place. The lessee/user is solely responsible for any damage done to the facility or any artwork. By signing this contract the user agrees to abide by these conditions.
10. Capacity: Front Gallery – 150x30 ft., Back Room Upstairs – 30x22 ft., Main Room Upstairs – 67x25 ft. The lower level accommodates 144 standing or 77 seated (100 for seated Dinner), the upstairs, 55 seated. There is zero Kitchen service capacity, water hookups are not allowed. Upstairs is closed to public and not available for sublease at this time.

The lessee/user shall at all times indemnify and save harmless the HOG and its Volunteers, agents and/or contractors against any and all claims, demands, damages, loss judgments, costs, workers' compensation payments, litigation expenses and counsel fees arising out of injuries to the person (including death) or damage to property alleged to have been sustained by: officials, officers, agents and/or employees of the Hallet Oak Gallery; the lessee/user or; any other person, whose injuries are alleged to have occurred on or near the leased property having been caused in whole or in part by the acts, omissions or neglect of the lessee/user or any other individual associated with the lease.

The existence of insurance shall in no way limit the scope of this indemnification. The lessee/user further undertakes to reimburse the Hallet Oak Gallery for damage to property caused by the lessee/user, or his employees, agents, or volunteers, spectators or participants in connection with the lease/use of the property used by him/her or them.

Signature of Lessee _____ Date _____ Amount paid: _____ Check # _____
 HOG Rep: _____