



1018 Main Street, Redwood City
California, 94063

Application and Rental Agreement

Name of Artist(s) _____

Name of Main Contact _____

Address _____

Telephone Cell _____ Other _____

Type of event: Private Art Event

Total attending (50 max) _____

Number attending at any given time dictated by County and State law

Date(s) of Use _____

Rental minimum is two hours, time includes set up and clean up, sales must end at 5pm daily.

Set up begins _____

Guests are scheduled to arrive _____

Guests are scheduled to depart _____

Clean up to complete _____

Total hours of rental _____

Self-Catered _____ Catered _____

Name of Caterer _____

Telephone _____

Name of rental companies (tables, chairs, deliveries) _____

Telephone _____

Name of Musicians _____

Telephone _____

I have read and agree to abide by all the terms, rules and conditions, and rental fee schedule terms set forth in the RULES AND CONDITIONS OF USE furnished to me on _____ and understand that I will be billed for all damages incurred as a result of my rental use.

I understand that any breach or violation of this signed agreement shall result in forfeiture of part or all of the Security Deposit.

I agree that I will furnish my caterer with GUIDELINES FOR CATERER AND RENTERS. If I also have musicians, I will follow GUIDELINES FOR MUSICIANS

The Main Gallery has the right to cancel a rental agreement if, in the Main Gallery's opinion, the space is unusable due to natural causes, repairs, or renovation. In this case all rental fees will be returned to the renter.

This Application and Rental Agreement (including the Rules and Conditions of Use) ("Agreement") constitutes the complete and entire agreement between the parties and is intended by the parties to be the final expression of either Agreement. This Agreement may not be modified, contradicted, added to, or altered in any way by any previous written or oral agreements, representations, or warranties or by any subsequent oral agreements.

Renter's Signature _____ Date _____

Printed Name _____

Katinka Hartmetz

Signature _____ Date _____

The Main Gallery's Site Supervisor

GUIDELINES FOR RENTERS AND CATERER

Space available

The Main Gallery and garden are available for rent from 8:00am to 5:00pm. Events ending at 4:00 pm may extend the rental hours until 6:00pm for clean-up.

The inside of the Gallery is unavailable for rental at this time. The outside patio area, garden and parking lot are available for artist's to set up and sell their work.

A maximum of 50 people can be on the property at any given time. This number may change at any time due to local, city and state mandates. The Gallery is not liable for changes in the law.

Rental fees

1. **Site fee** (payable to The Main Gallery)

2-hour minimum rental.

Number of artists	1 Day	2 Days	3 Days
1 artist	\$30.00	\$50.00	\$70.00
2 artists	\$50.00	\$70.00	\$100.00
3 artists	\$70.00	\$100.00	\$120.00
4 or more (group rate)	\$100.00	\$150.00	\$200.00

2. **Security Deposit** (payable to The Main Gallery)

\$30.00 to be paid on the date of signing contract.

Refund of this deposit will be returned within 2 weeks following the rental.

Charges against the security deposit will be made for any costs, including but not limited to damages to grass, floors, walls, furniture, artwork etc. caused by the renter or his/her agents or guests, violation or breach of the signed rental agreement.

Renter is solely responsible and answerable financially for any and all accidents or injuries to persons or property resulting from use of The Main Gallery spaces. Renter shall be responsible for control and supervision of all persons in attendance or hired during use of The Main Gallery spaces.

Because of the delicate nature of the art work children must be closely supervised. Renter shall take care that no damage is done to The Main Gallery space and that everyone conducts himself or herself in an orderly manner. Damages exceeding the \$30 deposit will be charged to the renter.

3. Insurance

Renter must provide a certificate of liability insurance in the amount of one million dollars at least three days before the scheduled event. The certificate may be sent to The Main Gallery

rwc.maingallery@gmail.com.

Time for Set-up and Clean-up

In most cases the rental period should include at least an hour each for set up and clean up. The renter should consult with caterers/musicians/deliveries and any others involved in the preparation and clean-up in order to determine the appropriate rental period.

The renter, guests and catering personnel must vacate the premises within their contracted period and **no later than 6 pm**. If the cleanup is not completed by the end of the scheduled rental time there will be an additional fee of \$100. This fee is not prorated.

Clean-up includes:

1. Cleaning outside areas of debris
2. Removal of artist's work, displays, seating and advertising displays
3. Putting green waste in the green bin in the parking lot behind the Gallery
4. Putting recyclables in the blue bin in the parking lot5. All other trash goes in plastic bags and should be placed by the black garbage bins in the parking lot

Alcohol restrictions

Alcoholic beverages may not be sold or consumed on the premises.

Decorations

Please use battery powered candles only. Banners may be displayed on the fence along Main Street as well as sandwich signs.

All decorations must be taken down after the event.

GUIDELINES FOR MUSICIANS

Music and sound restrictions

Because The Main Gallery is in a residential area we ask that renters be conscious of the impact loud music may have on our neighbors. The Site Supervisor will determine if the music is too loud. Renters must abide by the Site Manager's decision regarding acceptable noise level.

WHAT WE WILL DO

1. A Site Supervisor will open The Main Gallery at the time requested on the application form and lock up when the clean-up is completed.
2. The Site Supervisor or Gallery representative will be on duty during the entire rental period.
3. The Site Supervisor is not available to serve food.
4. The renter should designate a person to serve as the primary contact during the event. That person should identify himself or herself to the Site Supervisor.

Other Rules

1. Renters are not allowed to hold events for which they charge attendees a fee for admission.
2. The Main Gallery is not available for rent on any major holidays.
3. Applications will not be accepted from nor may rental agreements be signed by minors
4. Rental agreements cannot be transferred, assigned, or sublet.

Contacts

The Main Gallery event's contacts:

- 1. Site Supervisor : Katinka Hartmetz
650.208.0846
katinkahartmetz@gmail.com

- 2. TMG Administrator: Xuan My Ho
650.868.5937
myxuanho@gmail.com

Hold-Harmless Agreement for The Main Gallery Grounds

The Main Gallery (TMG) and [artist(s)] agree that on _____ Artist(s) shall have use and occupancy of the TMG ground located at 1018 Main St., Redwood City, CA 94063 for purposes of displaying their art to the public between _____ and _____. TMG grounds include use of _____. Artist(s) agrees to promptly remove their art by _____ on _____, clearing all debris and repairing any and all damage to the lawn, brickwork, and elsewhere occasioned by their display.

Artist(s) shall pay TMG the sum of \$_____ in advance for rental

It is agreed by the parties that TMG has no responsibility for Artist(s), their display, and any action or inaction by Artist(s), and that TMG and Artist(s) are completely distinct and separate. Artist(s) agrees to indemnify and hold harmless TMG and its employees, agents, officers, guests, and assigns for any and all claims, whether sounding in tort, contract, or otherwise, arising out of Artist's presence and conduct at the 1018 Main St., Redwood City, CA 94063 property.

DATED: _____ The Main Gallery: _____

Signature: _____

DATED: _____ Artist: _____

Signature: _____