

THE JOSEPH SAXTON GALLERY OF PHOTOGRAPHY

520 CLEVELAND AVE. NW, CANTON OH 44702
330 . 438 . 0030

SPECIAL EVENT RENTAL AGREEMENT

Name of Renter/Organization: _____

Contact Name: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Phone #: _____ Fax #: _____

E-Mail Address: _____

Sponsor (if applicable): _____

Event Description: _____

Date of Event: _____ Number of Attendees: _____

Time Set Up Will Begin: _____ Time Event Will Begin: _____

Time Event Will End: _____ Time Clean Up Will End: _____

Please Check Options You Will Be Using:

___ Party Use of the Warehouse (\$50/\$100* hour) ___ Moving Kiosks (\$150)
(*Warehouse rates doubled on First Fridays)

___ Draping Off Curator's Desk (\$25) ___ Holiday Rental (\$500)

If your event is approved, a security deposit of \$200 is required to reserve any space in the Joseph Saxton Gallery of Photography. This deposit is fully returnable upon inspection of the facility after the event, or if cancelled two days prior to the event.

We require a 4 hour minimum rental which includes any set up.

Rental Fee:	Card/Check # _____	\$ _____
Security Deposit:	Card/Check # _____	\$200 _____
Additional Options:	Card/Check # _____	\$ _____

checks payable to: Joseph Saxton Gallery

Office Use Only	In	Out	Overage
Time Usage	_____	_____	_____
Damages			_____
Balance Outstanding			_____

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Alcohol Policy

Will alcohol be served at your event? Yes: _____ No: _____

If 'no' continue to the next section. If 'yes' initial the route you've chosen to pursue in order to serve alcohol.

Initials: _____ You must have at least one security guard per 100 guests.

OR

Initials: _____ You must use a caterer with a valid Liquor License.

OR

Initials: _____ You must apply to Stark County for a temporary Liquor License and hire at least one security guard.

Renter's Agreement

I have read and understand the Facility Use Guidelines and alcohol policy. All information provided herein is accurate and complete to the best of my knowledge.

Executed this _____ day of _____, _____ in Canton, Ohio.

Name: _____ Signature: _____

Co-Sponsor's Agreement (if applicable)

I have read and understand the Facility Use Guidelines and alcohol policy. I agree to become the official sponsor of the above renter's event and assume responsibility for the care and oversight of the facility during the event.

Executed this _____ day of _____, _____ in Canton, Ohio.

Name: _____ Signature: _____

Joseph Saxton Gallery Representative

Name: _____ Signature: _____

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Facility Use Guidelines

1. If your event is approved, a security deposit of \$200 is required to reserve your space. This deposit is fully returnable upon inspection of the facility after the event, or if cancelled two working days prior to the event. Any repairs not covered by the security deposit will be charged to the renter based on Appendix A. Checks must be made out to the Joseph Saxton Gallery.
2. Your rental fee is due in full no later than two weeks prior to the event. Rental fees include cost of normal staffing, utilities, maintenance and custodial needs. An additional charge of \$150 will be incurred for the moving of the four small kiosks in the main gallery. **No other artwork or furniture will be moved/removed for events.** Checks must be made out to the Joseph Saxton Gallery.
3. All cancellations will be made with the gallery manager. Cancellations made ten working days before an event will result in a complete refund. Cancellations made between two and nine working days before an event will result in a refund of the security deposit only. Later cancellations will receive no refunds.
4. All users of the facility will be required to sign a rental agreement prior to using the facility.
5. The person(s) signing the rental agreement must be at least 18 years of age and an authorized agent if the renter is an organization.
6. The gallery is a “non-smoking” facility. Smoking is prohibited within 20 feet of main entrances, exits and operable windows. All users must comply with current smoking laws.
7. Decorations may not be attached to the building with nails, staples, tacks or tape.
8. Everything brought into the building or onto the grounds by the user (food, beverages, decorations, equipment) must be removed by the end of the business day following the event. (Business days are Wednesday through Saturday.)
9. Youth groups must have adult chaperones present at a ratio of 1 adult per 8 students.
10. If your event involves food, you are responsible for providing any necessary equipment and service items, including refrigeration, warming ovens, catering equipment, linens, utensils, etc. The gallery does not own this equipment.

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Facility Information and Fees

The Main Gallery is approximately 5952 square feet. The Studio Gallery is approximately 1290 square feet. Together, these rooms accommodate 300 people.

The Court Avenue Studio is approximately 4284 square feet. This room accommodates 100 people.

Rental Rates (we impose a 4 hour minimum rental)

Main Gallery and Studio Gallery	\$400 (first four hours)
Each Additional Hour	\$100
Court Ave Studio (caterer use)	Free
Court Ave Studio (guest use)	\$200 (first four hours)*
Each Additional Hour	\$50*

*Warehouse rates doubled on First Fridays

† Please include dining considerations for 2 staff members

Room Set-Ups

Please inform the gallery manager of any set up needs, table and chair arrangements, and to inquire about the removal of the small kiosks.

Contact Information

Stephen McNulty – General Manager, Curator
Telephone: 330-438-0030
Fax: 330-456-9566
E-Mail: Stephen@JosephSaxton.com

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Appendix A

Stains

Gallery Floor	\$10 per square inch
Warehouse Floor	\$25 per square foot
Gallery Walls	\$25 per affected area up to 4 square feet
Kiosks	\$300 per affected panel
Artwork	See 'Damage to Artwork'

Scratches, Dents, Chips, Marks, Cuts, etc.

Gallery floor	Subject to quote from repair contractor
Walls	\$25 per affected area up to 4 square feet
Kiosks (light damage)	\$25-\$50 per affected area
Kiosks (mod. to severe damage)	\$300 per affected panel
Artwork	See 'Damage to Artwork'

Gallery Equipment

Mechanical, HVAC, plumbing electrical, printing, framing, etc.	Subject to quote from repair contractor
Chairs and tables (beyond normal wear and tear)	Replacement Cost

Fire, Smoke, and Burns

Spent extinguisher	\$50 plus cleaning
Fire or police response	Starting at \$50
Fire or smoke damage	Subject to evaluation
Cigar/cigarette smoke or burns	Subject to evaluation

Damage to Artwork

Chipped or scratched frame	\$10 per affected area
Totaled frame	Replacement Cost
Any damage to glazing	Replacement Cost
Damaged but salable print	Depreciation Cost
Totaled print*	Replacement Cost

*Any print with damage to the emulsion or severe water, smoke, or other damage will be considered totaled. Replacement costs will be determined by current fair market values.

All other damages will be assessed on an individual basis. Client is responsible for all gallery property during their event, including damage caused by caterers, event planners, entertainment, guests, etc. Any damages incurred during the renter's event must be paid for within 30 days of the event. Unrecovered damages may be sought in any court holding jurisdiction in Canton, Ohio.

Please sign to acknowledge acceptance
of these terms:
