

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: _____

Mailing Address: _____

Phone #: _____ Fax #: _____

E-Mail Address: _____

Sponsor (if applicable): _____

Event Description: _____

Date of Event: _____ Start Time: _____ End Time: _____

Number of Attendees: _____

Rooms Needed (please circle): Main Gallery Studio Gallery Court Ave. Studio

If your event is approved, a \$200 security deposit 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/Cleaning Deposit: Card/Check# _____ \$ 200

Additional Charges: Card/Check# _____ \$ _____

Checks Payable to: Joseph Saxton Gallery

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Alcohol Policy

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

If 'no' continue to the next section. If 'yes' please read and initial each term below. Then, please circle 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 \$150 (day events) or \$200 (evening events) 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 responsible renter. 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. An additional charge of \$150 will be incurred for moving of the four mini kiosks in the main gallery. **No other photos or furniture will be 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 representative of the 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, including but not limited to refrigeration, warming ovens, catering equipment, 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.

Evening Usage (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

Room Set-Ups

Room set-up details (number of tables, chairs and their arrangement) must be sent to the Gallery Manager. Please fill out one of the attached diagrams and submit it at least one week prior to your event.

Contact Information

Stephen McNulty, Gallery Manager / Curator

Phone: 330-438-0030

Fax: 330-456-9566

E-Mail: gallery@josephsaxton.com