

The Joseph Saxton Gallery of Photography

520 Cleveland Avenue N.W., Canton, Ohio 44702
Telephone (330) 438-0030

Facility Rental Agreement for Venue and Alcohol Only

Renter's Name and/or Organization: _____

All parties permitted to make decisions: _____

Contact Name: _____

Billing/Deposit Refund Address: _____

City: _____ State: _____ Zip Code _____ E-Mail Address: _____

Home Telephone#: _____ Mobile # _____

Sponsor (if applicable): _____

Type of Event: _____

Day and Date of Event: _____ Guest Count: _____

Day, Date and Time Set-up Will **Begin and End:** _____

Time Event Will **Begin and End:** _____ Time Cleanup Will End: _____

Please Check Desired Options:

_____ Drape Manager's Desk (\$25) _____ Move Kiosks (\$300) _____ Holiday Rental (\$300)

If your event is approved, a security deposit of \$300 is required to reserve the Gallery space. This amount is in addition to the Rental Fee. The deposit is fully refundable, should no damage occur to the facility or if the event is cancelled at least **12 WEEKS PRIOR TO YOUR EVENT**. The rental fee of \$1000/four hours includes two additional hours for set-up and one additional hour for cleanup, immediately following your event. Any additional time is charged at the rate of \$250/hour. The rental fee is due 30 days from the date of your deposit. **WE STRICTLY ADHERE TO THIS POLICY**. Please make checks payable to The Joseph Saxton Gallery of Photography.

Security Deposit Date: _____ Check #/Amount/Date _____

Rental Fee Due Date: _____ Check#/Amount/Date _____

Additional Options: \$ _____ Check#/Amount/Date _____

Alcohol List Due Date _____ Payment Due Date _____ Check#/Amount/Date _____

FOR OFFICE USE ONLY TIME IN: _____ TIME OUT: _____ OVERTAGE \$: _____ DAMAGES: \$ _____

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Alcohol Policy

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

The Gallery holds a D5 Liquor License. According to Ohio Law, any alcohol served at your event must be purchased from the Gallery. The Gallery or Event Manager is able to provide information and pricing for wine, beer and spirits. We offer both Shelf and Premium selections.

Your alcohol selection must be finalized no later than 2 weeks after your rental fee due date. Sixty days after your deposit, your alcohol payment is required. SALES TAX WILL BE ADDED TO YOUR TOTAL. PAYMENT MUST BE MADE IN FULL.

Renter's Agreement

I have read, understood and agree to abide by the *Facility Use Guidelines* and *Alcohol Policy*.

I agree to pay my rental fee 30 days from the date of my deposit. My alcohol selection must be finalized two weeks following the due date of my rental fee. Sixty days from my deposit, my alcohol selection, must be paid in full. The Gallery has the right to otherwise offer the date of my event rental to another party. All information provided herein is accurate and complete to the best of my knowledge.

Executed this _____ day, in the month of _____, 20_____ in Canton, Ohio.

Print Name: _____ Signature: _____

Co-Sponsor's Agreement (if the renter is under the age of 21 or if an employee is signing on behalf of his employer)

I have read, understood and agree to abide by 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, in the month of _____, 20_____ in Canton, Ohio.

Print Name: _____ Signature: _____

Joseph Saxton Gallery Representative

Print Name: _____ Signature: _____

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Facility Use Guidelines

- 1) If your event is approved, a security deposit of \$300 is required to reserve the Gallery space. This deposit is fully refundable should no damage occur (so please inform a member of the Gallery Staff should you see any damages during set-up, such as a damaged wall or torn upholstery, to avoid being held liable for them) or **if cancelled 12 weeks prior to the event. Please keep this timeline in mind, should you need to cancel your event. Any repairs not covered by the security deposit will be charged to the renter, according to Appendix A.**
- 2) **YOUR RENTAL FEE IS DUE 30 DAYS AFTER YOUR DEPOSIT AND YOUR ALCOHOL PAYMENT IS DUE 60 DAYS AFTER YOUR DEPOSIT. The Gallery otherwise reserves the right to offer the facility, to another renter.** Rental fees include the cost of normal staffing, utilities and maintenance. Please include dining considerations for 2-4 staff members, depending on the size of your event. An additional charge of \$300 will be incurred for removing the four small kiosks from the Main Gallery, \$25 to drape the manager's desk and a \$300 up charge, for holiday rentals. **NO FURNITURE or ARTWORK will be moved or removed for any event. Checks should be made payable to: The Joseph Saxton Gallery of Photography.**
- 3) **Cancellations made within 12 weeks prior to the day of the event will result in a complete refund. Less than 12 weeks will result in a refund of the security deposit ONLY.**
- 4) The *Facility Rental Agreement* must be filled out and signed prior to using the facility. The person signing the *Agreement* must be at least 21 years of age and an authorized agent, if the rental facility is for use by an organization.
- 5) The Gallery is a "non-smoking" facility. Smoking is prohibited within 20 feet of the main entrances, exits and operable windows. All smokers must comply with current smoking laws.
- 6) Decorations may not be attached to any part of the building using nails, staples, tacks, tape, glue, putty, etc. **NO LIT CANDLES ARE PERMITTED. Authentic, unlit candles or electronic candles may be substituted.**
- 7) Everything brought into the building or onto the grounds by the renter must be removed at the close of the event, that same day. All rental items brought into the facility by independent contractors, such as tables, chairs, linens, glassware, flatware and dishes must be removed by the next business day, following the event. Business days and hours are Tuesday through Saturday, noon to 5:00 p.m. **Remaining items become the property of the Joseph Saxton Gallery of Photography, to keep or discard at will.**

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- 8) Youth groups must have adult chaperones present, at a ratio of one adult per ten students.
- 9) If the event includes food, it is the responsibility of the renter and/or chosen caterer to provide any necessary equipment and all service items including refrigeration, warming ovens, catering equipment, linens, dishes, glassware, utensils, etc. The Gallery does not provide these items. A kitchenette, with an assortment of sinks, is available for use.
- 10) **RECYCLING IS REQUIRED!** All aluminum or steel cans, foil or foil pans (scrape and rinse of excess food), glass, cardboard (both corrugated and non-corrugated cardboard, such as cracker boxes), all recyclable plastic (look for the recycling symbol) and **UNSOILED** paper products (such as flyers and brochures) **MUST BE RECYCLED**. Please consult with a Gallery Staff Member, concerning any questions you may have, regarding this policy.
- 11) We will extend current pricing into the next year, but no further. We understand that some events, such as wedding receptions, are planned well in advance of the actual date of the event. In other words, if you make your deposit in the year prior to your event, we will honor the prices in place when you made your deposit. If your event date extends beyond the year following your deposit, you must pay the difference between the deposit year rental fee and the following calendar year's rental fee. For example: If you book your event and pay your deposit in 2018, but your event is not until 2020, your rental fee will reflect the prices in place the calendar year following your deposit (2019). Initially, you will pay the current rental rate, but the next year, you will be required to pay the difference, if the rate has been raised. While we cannot predict future pricing, we will only require you to pay \$300 maximum or the difference in rates, whichever is less.

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The Main Gallery is approximately 6000 square feet. The Studio Gallery is approximately 1200 square feet. Together, these rooms accommodate 250 guests.

The garage is approximately 4284 square feet. Caterers alone are permitted to use this area for staging. Garage parking is only available to the Joseph Saxton Staff.

Rental Rates (we impose a 4 hour minimum rental)

Main Gallery and Studio Gallery	\$1000 (first four hours)
Each additional hour	\$250
Garage (for caterer's use)	Gratis

We are closed most major holidays. A \$300 holiday charge will be applied to all events scheduled for weekends surrounding many holidays, including, but not exclusive to Easter, Thanksgiving, Christmas, New Year's Eve/Day, etc.

- **Please include dining considerations for two to four Gallery Staff Members, depending on size of the event.**

Room Set-Up

Please inquire with the Gallery Manager regarding any set-up needs such as tables or chairs. The event rental includes some furniture (please see the opening page of the *Event Rental* portion of our website, at www.JosephSaxton.com). Additional requirements are the responsibility of the renter. We are not affiliated with any business, so renters may use the supply company of their choice. The Gallery Manager can make suggestions regarding area rental companies, upon request. It is the responsibility of the renter/caterer to set-up and tear down the Gallery, for the event. Set-up may take place the day before the event, if the Gallery is available. Cleanup must occur at the close of the event, that same day.

Contact Information

Maria Hadjian - Manager

Telephone: (330) 438-0030

Fax: (330) 456-9566

Hours: Wednesday through Saturday, noon - 5:00 p.m.

E-mail: Gallery@JosephSaxton.com

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Appendix A

Stains

Gallery Floor	\$10 per square inch
Garage 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
Gallery Walls	\$25 per affected area, up to 4 square feet
Kiosks (light damage)	\$25 - \$50 per affected area
Kiosks (moderate 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 fire extinguisher	\$50 plus cleaning
Fire or police response	Starting at \$50
Fire or smoke damage	Subject to evaluation
Cigarette/cigar smoke or burns	Subject to evaluation

Damage to Artwork

Chipped or scratched frame	\$10 per affected area
Frame, total loss	Replacement cost
Damage to glazing	Replacement cost
Damaged, but sellable photograph	Depreciation cost
Photograph, total loss	Replacement cost

All other damages will be assessed on an individual basis. Renters are responsible for all Gallery property during their event, including damage caused by caterers, event planners, entertainment personnel, guests, etc. Any damages incurred must be paid for, in full, no later than 30 days from the date marked on the invoice for damages. Unrecovered damages may be sought in any court holding jurisdiction in Canton, Ohio.

Please print and sign your name, acknowledging your acceptance of these terms.

Print Name _____ Signature _____