



Studio 12 Gallery
209 Kalamath #12
Denver, CO 80223
330.629.8744

Studio 12 Gallery Event Rental Contract

Renter name: _____

Address: _____

Phone: _____ Email: _____

Contact name if different than Renter: _____

Phone: _____ Email: _____

Terms and Conditions

1. The following terms and conditions are in place to protect the Renter, Studio 12 Gallery, artists works and individuals associated with either party.
2. Studio 12 Gallery reserves the right to refuse to rent to any group or person for any reason not prohibited by law.
3. Studio 12 Gallery reserves the right to eject any person, group or device associated with rental party deemed to be unsafe, hazardous, or not in substantial conformance with the description and/or purpose of the event. Renters may not exceed over occupation of 75 persons.
4. The Renter of the space may use the gallery space, rest room, and kitchen. Use of upstairs may be determined by Renter and Studio 12 Gallery prior to event. Renter may also use the garage for furniture, staging and/or catering. Wall space and pedestals may be available under special circumstances. If the renting party would like to use wall space and/or pedestals this must be coordinated prior to event. Studio 12 Gallery may choose what may be hung in the gallery and what may not. Renting party agrees to pay for time used to set up and disassembly at normal rental rate. Arrangements for more chairs or tables may be made with the Gallery prior to event. A member of the Studio 12 Gallery staff will be available during your event to host and help coordinate your event. Artwork may not be removed or rearranged without prior approval of Studio 12 Gallery.
5. All decorations are subject to approval of Studio 12 Gallery. Any attachment to gallery floors, walls or ceilings shall be approved of in advance. Any consequential, substantial hanging or other bulky decorations must be fire retardant. No glitter, confetti, bubbles, silly string or sparkles are permitted for any reason
6. Any catering or other vendor contracted by the Renter shall be subject to approval by Studio 12 Gallery. They are subject to the terms and conditions expressed in this contract. Renter is responsible for any clean up or damage by said 3rd parties.
7. No smoking or recreational drug use is permitted inside Studio 12 Gallery or the garage.
8. Candles are permitted if enclosed safely in glass with no exposed flame. Candles may be removed by Studio 12 Gallery employees if deemed unsafe in any way.
9. All food heating devices and their use must be safe, UL approved and in compliance with relevant regulations. Any open flame heating devices must be used outside. Studio 12 Gallery reserves the right to remove if deemed unsafe in any way.
10. Renter shall be held responsible for all damages or loss to Studio 12 Gallery's premises in connection with Renter's tenancy. The Renter shall be liable to Gallery for all costs arising from failure to comply with terms and conditions, including reasonable attorney fees. Fees will be charged to Renter for any damages or loss.

11. Start time of the event will be determined by renting party and Studio 12 Gallery prior to event. The Gallery will allot 30 minutes prior to event start and 30 minutes post event for set up and clean up needs free of charge. If catering is being provided please rent extra time for them to set up if the 30 minutes is not adequate time. Any time used past this hour and approved rental time slot will be subject to a \$100 per hour fee.

12. Unless otherwise approved, all items brought by Renter must also leave at conclusion of event. Rented items must be removed by the rental company within 2 business days of the conclusion of the event/rental term. Anything left behind will become property of Studio 12 Gallery.

13. Renters deposit (50% of total cost) is nonrefundable regardless of cancellation. Remaining balance will be paid at event or prior to. This may be determined between Renter and Studio 12 Gallery, but shall be paid no later than 24 hours post event.

14. Renter agrees to all terms and conditions stated above. Any disputes relating to this agreement shall be resolved by arbitration under the American Arbitration Association. Any exceptions or changes have been initialed by Studio 12 Gallery and Renter.

Event Details

Date of Event: _____

Start Time: _____ End Time: _____ Total Hours: _____

Total cost: _____ Date paid: _____ Form: _____

Deposit due: _____ Date paid: _____ Form: _____

Description of event: _____

Of people expected: _____ # Of chairs needed: _____ # Of tables: _____

Caterer or other event vendor information:

Name: _____ Phone #: _____

Contact person: _____ Email: _____

Name: _____ Phone #: _____

Contact person: _____ Email: _____

Name on credit card: _____

Credit card number: _____

Expiration date: _____ CVC code: _____ Zip: _____

*This credit card shall be kept on file and will be charged for overages, damages and/or losses.

Renter Signature: _____ Date: _____

Studio 12 Gallery Signature: _____ Date: _____