Orr Street Studios Event Rental Agreement

106 Orr Street Columbia Mo 65201 director@orrstreetstudios.com

PAID EVENT RENTAL AGREEMENT

This agreement is between Orr Street Artists Guild, LLC herein (OSAG) and the Paid Renter, herein designated “Renter”.

Renter shall have exclusive use of the designated area on the first floor of Orr Street Studios at 106 Orr Street, Columbia, MO 65201, designated here as “the gallery” and the side patio, weather permitting, in accordance with the terms set out below, “the event”.

Rental Options for Regular Paid Rentals

All rental start and stop times must be between the hours of 6 a.m. and midnight, which includes set up & cleanup, unless otherwise indicated in this contract. Events that run past the time agreed upon end time will be subject to an additional $200/hr.

MAIN GALLERY: capacity 200/ 75 seated

_____ Option A: $175 per hour for up to 6 hours including set up and clean up

_____Option B: $1750 for 12 hour rental, including set up and clean up

_____ Option C: $2,500 for 24 hour rental, including set up and clean up

_____ Option D: $3,500 for 48 hour rental, including set up and clean up

_____ Plus $15/hr. paid monitor fee ($20hr after 9PM)

Conditions:

Orr Street Studios has available free of charge, rectangular and tall round tables, serving tables, chairs and black table cloths, a podium w/microphone, projector and screen and two portable microphones should you want to use any of these. Please let the event manager know if those are desired.

-No open flame candles or open flame cooking may be used inside the building. Battery operated candles may be used, as well as standard small cooking canisters used to keep chafing dishes warm.

Renter is responsible for all set up for their event:

-No decorations shall impede the function of the emergency sprinkler system.

-**Artists studios must not be blocked. They are paid renters with unrestricted 24/7 access to their work space as well as to the bathroom, drinking fountain and kitchen.**

-No equipment, tables, chairs or other items may stored in any Orr Street Studio, unless permission is given by the studio artist in writing!

-Events serving alcohol after 9 pm may require a security officer, at renter's expense.

-Rental items, such as tables and chairs must be delivered and retrieved during paid rental times unless specific agreement and arrangements have been made with the event manager with prior approval of the Studio Manager or President of the OSAG Board. (There will an additional charge of $100 for rental items to be dropped off or picked up outside of rental hours.)

No artist studios may be used for any storage of rental equipment or other items at anytime, without the studio artists' written permission.

Renter is responsible for returning the event space to its original condition before leaving.

-Remove trash to appropriate container across the street and take recyclables home or to the recycle bins behind the Armory between Walnut and Ash Streets, just south of the Courthouse.

-Furniture and other items moved during the event must be replaced in original position. Please do not drag the furniture to keep from marring the floors. Spills or stickiness on the floors must be cleaned.

The renter is responsible for ensuring that the artwork in the gallery is protected from touching, handling, moving, re-arranging, or damaging in any way. The signed Renter is responsible for paying the full, fair, retail price of any removed, damaged or destroyed art work. Renters may hire security staff at their own discretion.

-There is no smoking inside the building. Smokers must stand ten feet from the building's doors and use receptacles provided for cigarette butts outside.

-Any renter wishing to **sell alcohol** at their event is responsible for procuring their own temporary liquor license. Renters must provide the Event Manager with a copy of such license prior to the event.

-Any renter wishing to have their event covered by insurance is responsible for buying their own insurance for their event.

-Renters shall be solely responsible for arranging and paying for all catering and rental equipment for their event. Orr shall have no responsibility or liability of any nature whatsoever in respect to those arrangements. Any suggestions or recommendations made by Orr regarding catering or other ancillary matters are made without liability on the part of Orr and its representatives.

-In the event of cancellation by Renter 30 days or less prior to the date of the scheduled event, 50% of the total event fee will be forfeited (unless agreed upon otherwise by the OSAG Board or Board President.)

-Orr reserves the right to cancel this contract within 30 days of the date of the scheduled event, if an unanticipated need arises that requires it, in which case the damage deposit and any partial payment or paid full payment made will be refunded.

-Orr reserves the right to refuse entry to the building or insist upon removal from the building any individuals whom they reasonably suspect to be inebriated or disorderly, disruptive or unruly.

-To the extent permitted by Missouri Law, and without waiving sovereign immunity, Renter hereby takes responsibility for any and all losses, liabilities, claims, demands, damages, suits or expenses incurred or which may be incurred as a result, whether direct or indirect, of the Event.

-Bad check fee: If a check bounces the renter will have to pay the fees charged by the bank with payment in full.

Orr will have in place at the facility a monitor, during the event to ensure adherence to the above conditions. The monitor will have full access at all times to any space occupied by the event. Renter will seek the monitor for assistance with the physical building. Renters may not change the lighting or the thermostat without permission from the monitor or prop outside doors open. Renters must agree to any directions by the monitor which pertain to parking, safety, preservation of the on-site art, of the building or of the conduct of the guests.

I, Renter, have read the above Conditions and agree to meet and adhere to all such Conditions:

_____ date: _____

I, renter, have chosen Option #_____ at the price of _____ for the event

_____ _____ to be held on

Date(s)_____ from time _____ to _____,

Full Name: _____

Address: _____

Phone Number:_____ Email: _____

Important: One half of full rental fee is due upon signing of this contract to reserve facility for date of event. The final half of the fee must be paid 7 days prior to the event. A damage deposit of $200 shall be written by check or money order, which check or money order will not be cashed until it is determined after the event that no damage has occurred & then the check/money order will be returned or destroyed.

Undersigned contract to hold described event at Orr Street Studios as above.

OSAG Representative

Signature: _____

Name printed_____

Renter

Signature: _____

Name printed_____

Event Manager, Orr Street Artist Guild

Date: _____

Affiliation_____

Date_____

Reservation Deposit: $_____Credit Card Y N Check #_____ Security _____

Damage Deposit $100 date: _____ Credit Card Y N Check #_____ Cash Y N Receipt#_____

Second Payment of $_____ date Credit Card Y N Check #_____ Cash Y N Receipt#_____

Specific details of the event and set up to be listed below for the monitor's information: