

Studios on High Gallery makes a lovely venue for parties, special events, and chic wedding receptions for up to 100 people for cocktail-style events.

Rental rates:

\$100 for set-up and tear down time, space opens for set-up 1 hour prior to event, tear down and cleanup 1 hour after event time.

Gallery is willing to close up to one hour early (5pm) for private parties. Should you impinge further on normal operating hours, additional fees apply for the loss of business.

\$150 per hour of event time, including time overages, rounded to the nearest half-hour.

Minimum rental is two hours of event time, plus set up and tear down time. (\$400)

Gallery not available for rental on a Gallery Hop date (1st Saturday of the month.)

To book an event with Studios on High Gallery:

\$100 non-refundable deposit (covers the set-up and tear-down hours) plus 50% deposit.

Remainder of Rental Fee due 10 days prior to event.

Cancellations:

50% deposit refunded fully if event cancellation is given 45 days prior to event.

Cancellations between 45 days and 10 days prior, half of deposit will be refunded.

No refund whatsoever if event is cancels 10 to 0 days prior.

Conditions:

1 Renter agrees to use the premises solely for the purpose agreed upon, and no other purpose. Rental of premises non-transferable.

2 Any possessions or personal property of the Renter are the sole responsibility of the Renter, and are not covered by SOHG's insurance. Any possessions left on the premises may be discarded by SOHG without notice.

3 Renter agrees to hold SOHG, its landlord, officers, employees, and agents harmless of and from any liabilities, cost, penalties, or expenses arising out of and/or resulting from the rental and use of the premises, including but not limited to the personal guarantee of provisions, service, and dispensing of payment by the Renter, its employees, and agents of alcoholic beverages at SOHG.

4 Renter agrees to restore gallery to pre-event cleanliness and orderliness.

5 If the building or any part of the premises (including the artwork) is damaged during the event, Renter shall be solely responsible for such damage.

6 Renter agrees to comply with all applicable City, County, State, and Federal laws and shall conduct no illegal act on the premises. Renter agrees not to serve alcohol to minors, and to ensure that no narcotics, alcohol, nor tobacco sales occur on premises.

7 Renter agrees to ensure that alcohol is consumed responsibly on the premises, including expelling from the premises anyone whose level of intoxication is jeopardizing the rights, use permit, or insurability of SOHG.

8 Renter agrees that SOHG personnel and staff may enter the premises during the event, and to contact the SOHG Special Events Manager with any concerns.

Name and Contact Information of SOHG Special Events Manager:

___Mikelle Hickman-Romine ph. 614-327-4252 email: mikellemail@yahoo.com_____

Studios on High Gallery Event Rental Contract

Date of Event: _____

Hours of Event: _____

Set-up Begins at: _____

Tear-down and Cleanup Time: _____

Guest Arrival Time: _____

Total Cost of Rental Hours: _____

50% Deposit Plus \$100 Non-refundable Deposit: _____

Name of Renter: _____

Contact Information: _Ph: _____

Email: _____

Date of Remainder Due: _____

Payment Method: _____

I have read and agree to all of the terms and conditions of this rental agreement:

Signature

Date