



RENTAL AGREEMENT

This Rental Agreement made and entered into this ____ day of _____, _____, by and between Beckley Art Group, Cynthia Bickey Gallery, party of the first part, hereinafter called "Lessor", and _____, party of the second part hereinafter called "Lessee".

WITNESSETH:

In consideration of the mutual covenants and agreements herein contained the parties hereto agree as follows:

1. Term of Rental Agreement and Property:

Lessor does hereby rent to Lessee on the _____ day of _____, _____ at ____ o'clock ____ .m., that certain portion of the Beckley Art Group, Cynthia Bickey Gallery as follows:

2. Description of Activity For Use of Facility:

Lessee shall use the premises for the following activity:

3. Amount of Rent:

Lessee shall pay to Lessor as rental for said property as hereinabove described and in payment for the rights hereinafter granted the sum of \$ _____, plus 6% sales tax, payable in advance upon the execution of this Rental Agreement, and, in addition, a payment in the amount of \$ _____ which represents a security deposit and which shall be payable in advance upon the execution of this Rental Agreement. The security deposit will be refunded, in whole or in part, upon the termination of this Rental Agreement so long as the rented area is free of damage and has been properly cleaned following its use and which shall be the responsibility of the Lessee.

The rental period will be for a maximum of four (4) hours, subject, however, to the condition that in the event the Lessee stays in possession of the premises in excess of four (4) hours the Lessee shall be charged \$75 for each additional hour of usage.

4. Capacity:

The maximum permitted usage by the Lessee shall not exceed Two Hundred (200) guests (for both upstairs and downstairs) rental or One Hundred (100) guests (for either upstairs or downstairs) rental.

5. Conditions of Usage by Lessee:

- a. The heating and cooling system thermostats are controlled by the Art Group and are not to be changed.
- b. A member of the Beckley Art Group or the Gallery Director is responsible for locking the doors and setting the alarm system. Arrangements must be made for a member to be available when the facility is booked.
- c. When leaving the building, turn off all lights, check bathrooms to be sure water is not running, disconnect all small electrical appliances, and be sure ovens and stoves are turned off.
- d. If dishes, silverware or anything else in the kitchen is used, they are to be washed, dried and returned to where they were taken.
- e. All trash is to be placed in plastic bags and taken home. (Do not leave any trash in or around the building)
- f. Tables and chairs on the lower level (if it is rented) may be placed as desired but returned to original position before leaving.
- g. The mirrored table in the basement may be used but not moved. The overhead mirror should not be adjusted.
- h. Please handle AV equipment with care. Make sure everything is turned off.
- i. While the Beckley Art Group agrees to have the building available and ready for use, there may be times when the floor and chairs will need to be adjusted before your meeting or event.
- j. Do not remove any items from the building belonging to the Beckley Art Group. No thumb tacks, nails, tape, or other articles shall be used on the walls, furniture or woodwork without receiving prior permission from the Beckley Art Group.
- k. No oil base paint, flammable liquids, fire producing chemicals or open flames in any form may be used on the property (including candles) without prior permission from the Beckley Art Group.
- l. The Beckley Art Group is not responsible for any accidents that occur during the rental of the facility in or around the property. Lessee shall be responsible for any accidents and resulting damages that occur in or around the facility during its rental of the same and shall hold harmless the Lessor from any liability thereof.
- m. All of the artwork displayed in the gallery is valuable. Do not touch any of the items either on the wall or on pedestals. Any damage done to the artwork will be the responsibility of the Lessee.
- n. Groups must provide adequate supervision for their activity. In particular, children may not be left unsupervised while on the premises.
- o. The Lessee shall leave the room(s) in the same lay-out and condition as found at the time of the rental of the facility.

- p. Animals are not permitted in the building unless they are a Service Animal or part of the Beckley Art Group "Prints and Paws" event.
 - q. Purchase of all consumables (plastic cups, plates, napkins, flatware) and food are the responsibility of the group using the kitchen. Consumables found in the kitchen are not for use by those reserving the kitchen. Please remove and take with you all left-over food, beverages and other items you purchased and brought to use in the kitchen.
6. Lessee shall not use said premises for any unlawful purposes and shall, while occupying said premises, comply with all laws, ordinances, and regulations effecting the same.
7. **Cancellation:**
Any cancellation of this agreement by the Lessee must be not less than three (3) days prior to the rental period, otherwise the deposit will be forfeited.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the day and year first above written.

LESSOR

By: _____

Its: _____

Phone Number: _____

LESSEE

By: _____

Address: _____

Phone Number: _____