



Orr Street Studios Events

106 Orr Street Columbia Mo 65201

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This agreement is between Orr Street Artists Guild, LLC and “Non Profit 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” in accordance with the terms set out below, “the event”.

Rental Options for Non-Profits

All rental start and stop times must be between the hours of 6 a.m. and midnight, which includes set up & cleanup. 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: \$150 per hour for up to 6 hours including set up and clean up

_____ Option B: \$1200 for 12 hour rental, including set up and clean up

_____ Option C: \$2000 for 24 hour rental, including set up and clean up

_____ Option D: \$2,500 for 48 hour rental, including set up and clean up

_____ Plus \$15/hr. paid monitor fee.

Conditions:

Renter is responsible for all set up for their event:

- no decorations shall impede the function of the emergency sprinkler system
- no open flames, candles, etc. may be used. Battery operated candles only may be used.
- studio doors must not be blocked and artists in residence must have access to their studios.
- events serving alcohol after 9 pm may require a security officer, at renter's expense.

Artists are paid renters with unrestricted 24/7 access to their work space

-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 prior to the event

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

- Remove trash and recyclables to appropriate containers across the street
- 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 damaged or destroyed art work. Renters may hire security staff at their own discretion.

-There is no smoking anywhere in 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 to file.

-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 in fewer than 30 days before the date of their scheduled event, 50% of the fee and all of the \$100 damage deposit will be retained by Orr Street Artists Guild.

-Orr reserves the right to cancel this contract within 30 days of the date of the scheduled event in which case the damage deposit and all of any partial payment or of full payment 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.

-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 who oversees as the event is taking place and 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/assistance from the monitor. 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 rental fee can be paid 7 days prior to the event date. The 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 and the check or money order is then destroyed.

Specific Requests from Renter:

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

Orr Representative

Renter

Signature: _____

Signature: _____

Name printed _____

Name printed _____

Event Manager, Orr Street Artist Guild

Affiliation _____

Date: _____

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# _____