



## **Facility Rental Agreement**

The following Facility Rental Policies and Procedures apply to all events held at Brunner Gallery located at 215 N. Columbia Street, Covington, LA.

### **Availability**

Located in historic downtown Covington, Brunner Gallery is available for private parties and company gatherings after 5:30 PM Monday through Saturday. Brunner Gallery is approximately 4,000 square feet of carpeted rental area. The allowed amount of people attending an event cannot exceed more than 200 guests. The courtyard and the gallery space of the building are included in the rental area. Brunner Gallery is responsible for preparing the gallery space and kitchen for the rental. All art exhibitions will be left intact for the event with the exception of clearing floor space of any pedestals or sculpture by Brunner Gallery staff only.

### **Cost**

Rentals are \$1,300 per night Monday through Saturday plus a \$500 refundable damage deposit for carpet cleaning should it be required after the event. A 30% deposit is required to reserve the facility. Payment in full is due 30 days prior to event. Checks should be made payable to Brunner Gallery. We also accept Visa, MasterCard, American Express & Discover Card.

### **Cancellations**

Cancellation within 30 business days of reserved event date will be subject to a loss of the total payment.

### **Cleanup**

One member of the Brunner Gallery staff is required to stay on premises during the event. Event hosts and planners must clean up kitchen, all tables, tablecloths, food, trays, trash and any other material that was brought by host or event staff.

### **Hours of Operation**

The lessee should know that the gallery closing time is 11:00 PM. All clean-up must be complete and all guests, host and event staff must be out of the premises by 11:00 PM. In the event the lessee should wish to extend these hours, prior approval is required; and an additional fee of \$500.00 dollars per hour will be applied to the rental fee.

## **Parking**

Brunner Gallery has on-street parking in the front of the building and on-lot parking available in the back of the building. Valets and/or police officers are suggested for events over 100 people for parking ease.

## **Alcohol Consumption**

Alcohol may be served at Brunner Gallery. Bartenders must be professional and will obey the laws pertaining to the serving of alcoholic beverages. No alcohol should be served to anyone under the age of 21 years old. The Lessee shall take full responsibility for and hold Brunner Gallery harmless from ALL liability arising from the serving and consumption of alcoholic beverages.

## **Event Planner / Caterer Responsibilities**

- The event planner/caterers working at Brunner Gallery must have copies of their business license, certificates of insurance (liability insurance included), and proof of workman's compensation on file with Brunner Gallery before the event.
- On the days that Brunner Gallery is open, event planner/caterers may not begin setting up until 5:00 PM. Exceptions will be considered.
- Event planner/caterers are responsible for setting up, unloading and reloading all of their goods and supplies.
- All third party rental items must leave the gallery the same night as the event unless prior arrangements have been agreed upon. Brunner Gallery is not liable for any damages incurred to any equipment not owned by Brunner Gallery.
- All rented items or delivered goods (alcohol, flowers, video/music equipment, etc.) must be signed for by the lessee or event planner/caterer as they are being delivered to gallery premises. Items for the event may not be delivered to Brunner Gallery prior to the contracted event date. The Brunner Gallery staff is prohibited from loading/unloading, moving, or conveying any deliveries, equipment, or decorations.
- Caterers are to provide all necessary tools such as trash bags, can openers, foil, pots, towels, dish detergent, knives, and other supplies necessary to carry out their duties. Brunner Gallery does not provide any of the above items.
- Event hosts and planners must clean up kitchen, all tables, tablecloths, food, trays, and must be responsible for removal of trash and any other material that was brought by host or event staff.

## **Equipment**

Brunner Gallery is to be used for holding and heating of off-site prepared foods. The following is available for use during rental times only:

- One refrigerator unit with freezer
- One small sink
- One 6 foot storage table

**Gallery Rules**

- There can be absolutely nothing hung, nailed, or taped to the walls at Brunner Gallery without the permission of a gallery representative.
- A gallery representative must approve all publicity concerning Brunner Gallery.
- Smoking is not permitted inside the building.
- No glitter or confetti is allowed on the premises.

Brunner Gallery is not responsible for injuries to guests due to negligence on the part of the lessee, event staff and or guests during the event's time frame.

In the event of any damages occurring to any artwork or to the physical condition of any and all space within Brunner Gallery itself, the lessee will be held solely responsible and will be billed accordingly. This includes, but is not limited to, scratches, nicks, or marks of any kind to the walls, or heavy stains or marks on the carpet.

By signing below, you agree that you have read, understood and agree to the policies and procedures described in this agreement.

Date of Event: \_\_\_\_\_ Event start/end time: \_\_\_\_\_

Event Description: \_\_\_\_\_

\_\_\_\_\_  
BRUNNER GALLERY

\_\_\_\_\_  
LESSEE

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name & Company

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Brunner Gallery/ 215 North Columbia Street/Covington, LA 70433/985.893.0444  
www.brunnergallery.com

Revised June 11, 2008