



Lander Art Center Gallery Rental Agreement
258 Main St
Lander WY, 82520

Welcome to the Lander Art Center!

Thank you for your interest in renting out our gallery space. The following document outlines our rental costs, capacity, amenities, cleaning policies, etc. Please read this agreement completely and return it to LAC signed and dated.

Once we have received your contract we will be able to confirm your rental reservation.

Venue Cost: Your gallery reservation includes access to LAC bathrooms which are located in the hallway leading to our education classroom. You are welcome to use our restrooms but we ask that you do not use the classroom space unless you specifically request it at time of booking. The gallery is reserved at a flat rate of \$300 - including the classroom in your rental will cost an additional \$100. Reservation of the Art Center gallery includes 3 hours of use. If you would like to use the gallery for more than 3 hours, a \$50 fee will apply to each subsequent hour. *Your rental time cannot exceed 11pm.*

Capacity: Our gallery space is 1,924 square feet and has a capacity of 135 people standing room only. Expect lower capacity with the use of chairs.

Food/Drink: The Lander Art Center allows both food and drinks in the gallery. LAC will not coordinate food and beverage services and will not provide dishwares for food service (this includes glasses, plates, utensils, etc.). LAC does not hold a license to distribute liquor. Please plan accordingly if you'll be serving alcohol.

Cleaning Policy: We require that the renting party be responsible for the entirety of their set-up and clean-up process. LAC does not have the staffing capacity to aid in these processes. We ask that you leave the gallery cleaner than you found it.

Liability: *If your event is held during an art show, we will not take down the exhibition.* We inventory all artwork, furniture, fixtures, glassware, decorations, liquor/wine bottles, and business property items at LAC. We manually inventory everything at LAC after each reservation group has used the space. The party renting LAC's gallery is responsible for buying ANY damaged art. Communication with the affected artist is the responsibility of the renting party. The renting party is additionally responsible for replacing any other damaged, lost, or stolen property. By signing this document you are agreeing that you and your party will pay for any items that are damaged, lost, or stolen from the LAC gallery.

Cancellations: Rental cancellations will be reimbursed in their entirety if the cancellation happens at least 7 days prior to the reservation date. Cancellations less than 7 days prior to the event are not eligible for a refund; you will be billed the full rental space fee of \$300.



Decorating: *We do not own LAC's building.* Therefore, approval of decorations is at the discretion of LAC staff and board. Please let us know if you plan on bringing decorations so we can assess the appropriateness of decoration plans.

COVID-19: By signing this document, you agree to accept and understand the risk of having a social gathering in the LAC gallery during the COVID-19 pandemic.

Required Deposit: We require a 50% deposit at the time of booking. Please either attach cash or check to this document and turn it into the Lander Art Center front desk at 258 Main Street, Lander

OR

Fill in your card details below and we will process your deposit electronically.

Rental Date/ Start Time: _____

Reason for Rental: _____

Phone Number: _____

Email: _____

Print Full Name: _____

Signature: _____

Date: _____

If putting down a 50% deposit via credit card-

Credit Card Number:

Expiration Date:

CVV#: