



CITY OF SANTA FE
ARTS & CULTURE

COMMUNITY GALLERY EVENT RENTAL AGREEMENT

This Event Rental Agreement ("Agreement") is made and entered into as of the date of signature below, by and between the Community Gallery ("Gallery") and the Renter identified below.

1. Event Details

- **Renter Name:** _____
 - **Event Type:** _____
 - **Date(s) of Event:** _____
 - **Time of Event:** From _____ to _____
 - **Expected Attendance:** _____ (Max: 149 standing, 30 seated)
 - **Private or Public Event:** ☐ Private ☐ Public
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2. Rental Space and Availability

Rental of the Gallery space is subject to availability. Reservations are confirmed only upon full completion and acceptance of this Agreement and any required deposits.

3. Use of the Space

- Renter agrees that the Gallery space may **not exceed 149 people standing or 30 people seated** at any time due to fire code restrictions.
- **Artwork on display may not be moved, touched, or altered** in any way.
- Only **cold food** may be served on the premises. No heating or cooking of food is allowed in or around the Gallery.

- Alcohol may be served **only if security personnel are hired** by the Renter and approved by the Gallery in advance.
 - The Gallery reserves the right to approve or deny proposed vendors, caterers, or security personnel.
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4. Security and Alcohol Use

- If alcohol will be served at the event, the Renter is required to **hire licensed security personnel**, and provide proof of hire and insurance no later than 7 days before the event.
 - The Renter is responsible for ensuring all alcohol service complies with local laws and regulations.
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5. Damage and Liability

- The Renter is liable for any damage caused to the Gallery, its property, or its artworks during the rental period.
 - The Gallery is not responsible for loss or theft of personal belongings.
 - Renter agrees to indemnify and hold harmless the Gallery from any and all claims, damages, or liabilities arising from the event.
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6. Clean-Up and Departure

- The Renter is responsible for cleaning up all event-related materials and vacating the premises by the agreed-upon end time.
 - Trash must be disposed of in designated bins. Failure to clean adequately may result in additional fees.
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7. Termination and Cancellation

- The Gallery reserves the right to cancel any rental if terms of this Agreement are violated or if unforeseen circumstances arise.

- Cancellations by the Renter must be submitted in writing. Fees may apply depending on timing.

8. Acceptance of Terms

By signing below, the Renter agrees to all terms listed above and confirms the accuracy of the event details provided.

Renter Signature: _____ **Date:** _____

Gallery Representative Signature: _____ **Date:** _____
