

## Availability

Andrea Schwartz Gallery is a retail art gallery. The gallery space is available for rent after 5:30 PM Monday through Saturday, and all day Sunday. Dates requested for rental are considered upon receipt of a deposit. Andrea Schwartz Gallery is only responsible for the rental of its kitchen and public spaces. We are not an event planner.

## Capacity

Maximum Capacity - 150  
Seated Dinner - 75 persons

## Rental Fees

All weekday or weekend evening rentals: \$2,500.00

Damage deposit for standard reception: \$ 1000.00

The damage deposit must be paid the evening of the event in addition to the rental fee. This deposit is completely refundable within 48 hours of the event if no damages have occurred, nothing has been taken, or no cleaning beyond customary is required. If any of the above exceeds the amount of the deposit, the rentee will pay the additional amount.

## **Application Procedure**

Upon completion of the application, a 50% deposit must be submitted with the application. Upon approval of the application, the deposit is non-refundable. The balance of the rental fee and all other charges will be due 30 days before the date of rental. Failure to submit payment at that time will void the rental agreement. The Andrea Schwartz Gallery is not able to extend credit but can accept Master Charge or Visa, with a 3% service charge. All checks are to be made payable to The Andrea Schwartz Gallery.

The rentee should distinguish between party ending time and house closing time. Party ending time means the time clean-up begins, the band stops playing and the bar(s) closes. House closing time is the time when all persons are out of the building. House closing time is 12:00 AM. In the event the rentee should need or want to extend these hours, prior approval is required. An additional fee of \$500.00 dollars per hour will be applied.

## **Rehearsal Time**

Request for rehearsal time must be indicated on the application at the time of applying. One hour of time is allotted and is dependent upon the availability of the facility. It is the rentee's responsibility to contact Andrea Schwartz Gallery in person or by telephone to work out an acceptable time. There is an additional charge for this one hour of time. Any additional time will create an additional charge of \$500.00 per hour. Rehearsal times can be most easily accommodated on Sundays, or before 10:30 AM and after 5:30 PM Monday - Saturday.

## Parking

Andrea Schwartz Gallery has no parking on the premises. Valets and/or police officers are suggested for events over 25 people for parking ease.

## Security

The rentee must provide one security person at the rentee's expense per every one hundred guests attending the rentee's event.

## Alcohol Consumption

Alcohol may be served at Andrea Schwartz Gallery. Andrea Schwartz Gallery reserves the right to close all bars should the gallery staff deem it necessary to protect the facility and safety of individuals. Bartenders must be professional and must obey the laws pertaining to the serving of alcoholic beverages.

## Available Equipment

If Andrea Schwartz Gallery is to be used for holding and/or heating of off-site prepared foods, then the following is available for use during rental times only:

- One door refrigerator unit with freezer including ice-maker
- One sink & one utility sink
- Fully integrated sound system with iPod/iTunes access