



RENTAL AGREEMENT, FEES AND POLICIES

Function Date: ___/___/___ Type/Name of Event: _____ Renter's Home Phone# _____

√ Check:

- Two hour rental** Gallery space for meetings only
\$250
- Six hour rental** 6 hours start to finish on one day only,
\$1,500 Deposit \$500 Including setup, event, and breakdown & clean up
Cleaning \$150
- Weddings** Includes time prior to event day for setup
\$3,300 Deposit \$500 Event Ending at 11pm*
Cleaning \$150 Includes time day after event for breakdown & clean up

Deposit Date and amount: ___/___/___ \$_____

*Extra hour(s) - Optional: (_____ x \$150) \$_____

Audio PA \$50 per hour: (_____ x \$50) \$_____

Video Equipment \$50 hour: (_____ x \$50) \$_____

Due date and amount for balance: ___/___/___ \$_____

\$500 non-refundable deposit to hold space with signing of Agreement. Balance of the monies agreed upon is due in full two weeks prior to the event.

Payment information: _____ note that valid credit card information is required. (See "unplanned for..... " below)
Check # _____ V or MC _____ Expiry ___/___ Code _____

POLICIES:

- NO SMOKING INSIDE THE PREMISES
- Gallery staff representative is present at all events. This individual is the ONLY person authorized to move any gallery items.
- Private events are held only when museum is closed to the public (M-W, Th-Sun 5pm onward, or when not showing an exhibition)
- **Food/drink management:** All events must be catered by professional caterers.
Alcohol and Catering permits from Santa Ana are the responsibility of the client. Copies must be provided to OCCCA one week prior to the event.
- **Renter/Caterer's responsibilities:** Gallery to be **CLEANED** with all furniture as found and **TRASH REMOVED** from premises at close of event.
- **"Do not touch"** Under NO circumstances are artwork to be removed or Gallery property re-arranged.
- **Building capacity: maximum is 200.** This includes guests, immediate family members, caterers, bartenders, etc.
- **Liability insurance must be obtained by the renter,** and a copy of the certificate provided to the Gallery three (3) weeks prior to the event.
- **Security:** A licensed security personal must be provided at the expense of the renter for large events.
- **Additional unplanned-for expenses:** OCCCA reserves the right to charge the renter if the number of agreed upon rental hours is exceeded or if cleaning and trash is not properly met to the gallery representatives satisfaction. Therefore a valid credit card is to be used should one or more of these circumstances arise, with full acceptance of responsibility by the renter.



ITINERARY AND CONTACT INFORMATION FOR RENTAL

Function Date: ___/___/___ **Type/Name of Event:** _____ **Renter's Home Phone#** _____

Renter _____ Email: _____ Cell Phone: _____

Address: _____ City, State, Zip _____

Estimated # of Guests: _____

Event Coordinator: _____ Phone _____ Email: _____

CATERER: _____ Phone _____ Arrival Time: _____

Rental Service: _____ Phone _____ Arrival Time: _____

Musician/DJ: _____ Phone _____ Arrival Time: _____

Guests estimated arrival time: _____ Caterer's estimated departure time: _____

THE RENTER AGREES TO COMPLY WITH THE POLICIES OF OCCCA

Signature of Renter: _____ *Signature of OCCCA Rep:* _____

Date: _____ *Date:* _____

~~~~~Gallery Use Only~~~~~    Forms: \_\_\_\_\_    Letter: \_\_\_\_\_    Notes: \_\_\_\_\_