

GALERÍA DE LA RAZA

RENTAL POLICY

I. Who Can Use the Galería de la Raza

Galería de la Raza is available for use by individuals and groups from historically disenfranchised communities who share a vision with Galería de la Raza for social justice and community building through art, thought and activism. Galería de la Raza reserves the right to refuse rental services to any individual or group.

II. Use Fees

Renter will be required to sign a Usage Agreement and pay fees, the amount of which depends on duration of use and services provided. See the attached rate sheet for the current use fees.

III. Conditions

Minimum Rental: Use of the Galería must be made in one (1) hour increments with a minimum of two (2) hours.

Alcohol Policy: No alcoholic beverages may be sold in the Galería without approval of the San Francisco Police Department, as well as a permit from the office of Alcohol Beverage Control.

Smoking: No smoking is allowed anywhere within the Galería.

Gambling: No gambling, or other games of chance, are permitted in the Galería.

Noise Curfew: No loud or amplified noise after 11:00 p.m.

Exhibition De-installation: Renter will remove all nails, screws and other hardware from walls. Renter will spackle all holes and paint walls back to original color. Renter is responsible for purchasing all materials to return walls back to original condition.

Gallery Sitter: For exhibitions in Studio 24, Renter must have a gallery sitter at all times the space is open to the public. At no time should the door remain unlocked with no one watching the space.

Lock up/Alarm Procedures: If a key is to be issued, Renter agrees to schedule a meeting with Galeria de la Raza staff so that they may be briefed as to the lock up and alarm setting procedures. Renter will not be allowed to Load In until such a meeting has taken place.

Lost Key Fee: In the event that the Renter loses the key, there will be a \$200 Lost Key Fee.

Deposit: A Security & Damage Deposit of \$250.00 is required for all rentals. The deposit is due at the time of booking. The space will not be reserved until the deposit is paid. Galería staff will conduct an inspection of the premises and any equipment used on the first normal Galería workday following the event. Deposit will be returned, less any damages incurred, within seven days of the completion of the event.

Rental Fees: All rental fees, including staffing fees, are due in full prior to Load In.

Cleaning Fee: A Cleaning Fee of \$100 will be charged if Renter fails to clean up after their event and does not leave the space in the condition it was found.

Cancellation Policy: Renter has until 15 days prior to the event to cancel and receive a full refund of the deposit. Any cancellations occurring within 14 days or less of the rental date will result in a forfeiture of the full deposit amount.

GALERÍA DE LA RAZA
RENTAL POLICY
(CONTINUED)

Liability: Renter will be financially responsible for any artwork damaged during the event. Galería de la Raza will not be responsible for any of the Renter's property that is lost, damaged or stolen. In certain cases, the rental party may be advised to provide additional liability to cover possible injury to guests. Renter shall observe fire/safety/health codes. Renter assumes any financial liabilities and/or fines pertaining to the carrying out of this event. Renter, event organizers and their agents agree to hold harmless Galería de la Raza, its officers, employees, or volunteers for losses, damages, or judgments and expenses due to fire or other peril, bodily injury, death or property damage arising from their performance and/or the realization of their event under this agreement.

Insurance Deductible: In the event that Galería de la Raza must file an insurance claim due to damaged, destroyed, stolen or lost Galería de la Raza property or for any other loss, Renter agrees to pay the entire deductible cost for the claim.

GALERÍA DE LA RAZA
RENTAL RATES

Main Gallery 1300 sq. ft.	Monday through Thursday:	\$55/hour
	Friday through Sunday:	\$75/hour
Studio 24: 725 sq. ft.	Monday through Thursday:	\$50/hour
	Friday through Sunday	\$60/hour
	Weekly	\$400/week (extra days to Install/De-install at \$50/day)

(2 hour minimum on all rentals)

Rental Fee Includes:

30 chairs
4 large tables available
small bar, ice tub
projection screen (only available in Main Gallery)

Security/Damage Deposit: \$250

Staffing Fee: \$15/hour For all events after 6pm
OR anytime on Sunday, Monday or Tuesday.

Other Services:

PA System rental: \$100 flat fee

**GALERÍA DE LA RAZA
USAGE AGREEMENT**

Renter: _____
Organization: _____
Email: _____
Phone: _____
Address: _____
City, State, Zip: _____

Type of Event: _____
Date(s): _____ Expected # of People: _____ Load In
Time: _____
Event Start: _____ Strike and Load Out complete by: _____
Total Hours: _____

Rental Fee: _____ (Rate: _____ / _____)
Staffing Fee: _____ (\$15/hour)
Equipment Fee: _____
Total Fees: _____
Date Paid: ____ / ____ / ____ Received by: _____

Deposit: **\$250.00**
Date Paid: ____ / ____ / ____ Received by: _____

I have read Galería de la Raza's Rental Policy attached and made part of this agreement and agree to all terms and conditions stated therein and to the terms and conditions of this Agreement.

Renter Signature _____ Date _____ Galería de la Raza Signature _____ Date _____

Printed Name _____ Printed Name _____

STAFF USE ONLY
Post-event Inspection conducted on ____ / ____ / ____ By: _____
Notes: _____
Extra Fees: _____ Amt. of Deposit Returned: _____ On ____ / ____ / ____