

CARRIAGE FACTORY ART GALLERY

Building Use Application

Date of Event: _____

Time Start: _____ End: _____
(Includes setup/tear down)

About how many people do you anticipate will attend your event? _____
Children? _____

Facility Request (please indicate areas to be used)

____ Main Gallery

____ Kitchen

____ Mezzanine Gallery

____ Second Floor Gallery

____ Outdoor Park

_____ tables How many? _____

_____ chairs How many? _____

Contact Information

Contact Name #1 _____

Telephone _____

Email _____

Contact Name #2 _____

Telephone _____

Email _____

Please submit application and \$50 deposit to:

Carriage Factory Art Gallery

128 E. Sixth St.

Newton, KS 67114

CARRIAGE FACTORY ART GALLERY

Building Use Agreement

I agree to the following terms and conditions regarding the use of the facilities known as Carriage Factory Art Gallery, 128 E. Sixth St., Newton, KS, owned by the Newton Fine Arts Association, Inc.

I agree to deposit \$50.00 as a security deposit at the time that the application is submitted. I understand that the deposit will be forfeited if my reservation is cancelled less than one week prior to the reservation use date.

If needed, I will have use of the tables, chairs, and restrooms in the following areas of the gallery:

Location in gallery _____

Date _____

Time: Start: _____ End: _____

I agree to return the facility to its original condition, including but not limited to:

- Chairs and tables returned to original placement
- Carpet floors vacuumed
- Kitchen area cleaned and swept, with all utensils cleaned and put away
- Trash put into trash carts outside. (one is for regular trash, and one is for recyclables)
- All lights turned off.

If the premises are clean and returned in original condition, the deposit will be returned within 5 working days after inspection. If the premises are not in satisfactory condition, the deposit will be withheld and used for clean-up and/or repair.

The renter agrees not to perform any illegal activities on the premises.

The renter holds the Newton Fine Arts Association, Inc (dba Carriage Factory Art Gallery) harmless for any and all damages to persons or their property. The Newton Fine Arts Association's insurance is limited to the building improvements only and does not cover any of the renter's property or persons in any way.

The renter must be of legal age, and understands that the renter is responsible for any personal injury to any person. The renter is also responsible for any damage to or removal of any part of the premises, including the Gallery's permanent at collection, artwork on display, or artwork in storage.

The renter further agrees to use the premises and all equipment in a reasonable manner and not to engage in any conduct that would disturb the quiet and peaceable enjoyment of these premises.

Renter's Name: _____
Print Name

Signature _____ Date: _____

Renter's Address: _____

Renter's Phone Number: _____

Renter's Email: _____

Carriage Factory Art Gallery
Director's Signature _____ Date: _____

Deposit Amount \$ _____

Date Received _____

Check-in time: _____

Check-out time: _____

Returned condition: _____

Inspection completed by: _____ Date: _____

Deposit amount returned: \$ _____ Date: _____