

# 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 \$150 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 payment of \$150.00 at the time that the application is submitted. I understand that the payment may 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.

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 art 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  
Signature \_\_\_\_\_ Date: \_\_\_\_\_

Amount Received \$ \_\_\_\_\_

Date Received \_\_\_\_\_

Check-in time: \_\_\_\_\_

Check-out time: \_\_\_\_\_

Returned condition: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Inspection completed by: \_\_\_\_\_ Date: \_\_\_\_\_