



58 NORTH MAIN STREET • NEWPORT, NH 03773 • 863-3040

GALLERY FUNCTION AGREEMENT FORM

BUSINESS/ORGANIZATION/INDIVIDUAL: _____

CONTACT PERSON _____
(This person is responsible for facilities.)

PHONE NUMBER _____ EMAIL _____

ADDRESS _____

DATE OF RENTAL _____ TIME(S) _____ through _____

PURPOSE OF USE _____

APPROX. NUMBER OF PERSONS: _____

ARTS CENTER EQUIPMENT YOU PLAN ON USING (GALLERY TABLES & CHAIRS, KITCHEN ETC.): _____

The Library Arts Center charges a fee of \$75.00 for use of its facilities + \$100 security deposit + \$10.00 for each hour of use (including set-up & clean-up).

THE UNDERSIGNED IN USING THE FACILITIES OF THE LIBRARY ARTS CENTER, 58 N. MAIN ST. NEWPORT NH AGREE TO:

- Make no alterations to the building, equipment or exhibitions
- Leave the area in the same conditions as it was found.
- Make sure bathroom, kitchen & gallery are in clean condition – vacuum is located in closet, cleaning supplies under kitchen sink
- Remove trash and recycling created by your function. Take it with you (away from building).
- Return all Arts Center furniture and equipment to its proper place
- Reimburse the Library Arts Center for any damage to the building, gallery carpet, plumbing, furnishings, equipment or art work. (At repair or replacement cost as determined by the Arts Center.)
- The users of the facilities may not store anything in the Arts Center or use table linens without specific permission
- The Library Arts Center is hereby released from Liability for acts caused by third Parties, by Fire, or by theft.
- In the event any legal action becomes necessary related to the business/organization /individual agrees to pay any and all legal expenses incurred.

Any deviation from the above agreement may be made only with the written consent of the director or president of the Board of Trustees of the Library Arts Center.

Agent of Organization Signed _____ Date _____

Library Arts Center Signed _____ Date _____

OFFICE USE ONLY

Last updated: 10/6/2010