



2305 Dunlavy Street  
 Houston, TX 77006  
 713.522.2409  
 www.archwaygallery.com

**GALLERY RENTAL CONTRACT**

Archway Gallery is available for receptions, limited to 250 people, with rental charges as shown (check applicable):

- Less Than 20 People: 50 \$/hr
- More than 20 People: 100 \$/hr
- More than 50 People: 200 \$/hr

The Gallery provides space with the ambiance of fine art, limited kitchen facilities, and utilities. An artist from the gallery will be on hand throughout the reception to answer questions and unlock and lock the gallery. A trash disposal receptacle and some folding chairs are available on the premises.

**TERMS AND CONDITIONS FOR RENTER:**

- Rent to be paid in advance
- Rental time includes time for setup and cleanup
- Any time after midnight will be charged at 1½ times the above rate
- \$250 refundable deposit against clean-up to be paid in advance
- Cleanup is the responsibility of the renter and is to be completed immediately after the reception
- All materials for the reception including trash bags are to be provided by the renter
- No propane, gas burners or hot plates for cooking are permitted, but small "sterno" type heating under food is allowed
- Any damage to art work will be the responsibility of the renter and will be charged at the cost of the piece damaged or the cost of repairs at the discretion of the artist
- Renter agrees to abide by all local and state laws while on the premises and to hold the Gallery harmless for any violations
- Renter agrees to hold harmless the Gallery and its owners from and against all claims, damages, losses, or injury related to the rental.

Date of Event \_\_\_\_\_  
 Event Start Time \_\_\_\_\_  
 Event End Time \_\_\_\_\_

Setup Start Time \_\_\_\_\_  
 Cleanup End Time \_\_\_\_\_  
 Total Time (hours) \_\_\_\_\_  
 Rental Rate (\$/hr) \_\_\_\_\_  
 Total Amount: \$ \_\_\_\_\_

Expected Number of People \_\_\_\_\_

\_\_\_\_\_  
 Renter

\_\_\_\_\_  
 Representative: Archway Gallery

Date: \_\_\_\_\_

\_\_\_\_\_  
 Renter Contact Information