

SOUTHSIDE GALLERY

150 Courthouse Square
Oxford, MS 38655
662.234.9090

Rental Agreement

The following rental agreement is between Southside Art Gallery and _____ for an event to be held at the gallery on the date of _____ from _____ to _____.

_____, the person in charge of renting the gallery, takes sole responsibility for carrying out the terms of this agreement and will incur all liabilities in the case that any property of the gallery or art on consignment to the gallery is damaged, lost or stolen during the duration of the event. The renter is liable for damage by any guests, personnel hired by the renter or any person unassociated with Southside Art Gallery who enters the gallery during the event.

The following terms and conditions apply to the renter from the time the event set up begins until the event ends.

1. The maximum capacity, as determined by the City of Oxford Fire Marshall, for an event at Southside Art Gallery is 150. No more than 49 people may be upstairs at one time.
2. The renter is responsible for the set up and removal of all supplies and materials for the event.
3. No materials or supplies may be brought into the gallery until the day of the event.
4. All materials and supplies are to be removed from the gallery by 11:00 A.M. of the day following the event unless the gallery is closed. If the gallery is closed the day following the event, then all materials and supplies should be removed by 11:00 A.M. of the gallery's next business day. Southside Art Gallery's business hours are Tuesday – Saturday, 10:00 A.M. – 6:00 P.M.
5. All platters, plates, serving dishes or any other utensils used for food must be thoroughly rinsed if left in the gallery overnight.
6. No food may be left overnight.
7. If all materials are not removed by 11:00 A.M. of the next business day following the event, a \$50 charge will be applied to the renter's credit card. A \$50 penalty will also be charged to the renter's credit card for any subsequent days that materials and supplies for the event are left at the gallery.
8. Set up for the event may begin at 4:00 P.M. on the day of the event.
9. Southside Art Gallery employees are not responsible for or required to assist in setting up the event.
10. Southside Art Gallery is not responsible for any materials or supplies belonging to the renter or any other entity or persons involved with the event on the renter's behalf. This includes guests, catering companies, musicians, photographers etc.

11. No decorations, furnishings, plants, signs or other materials may be set up in a way that could cause damage to or interfere with the presentation of the art.
12. No decorations, furnishings, plants, signs or other materials may be placed in front of or attached to the windows of the gallery unless authorized by Southside Art Gallery.
13. Invitations and promotional materials for events may require approval by Southside Art Gallery prior to the event.
14. Any personnel contracted by the renter must be approved by Southside Art Gallery prior to the event. This includes catering companies, musicians, photographers, etc. A list of pre-approved caterers will be provided by Southside Art Gallery upon the renter's request.
15. Southside Art Gallery's kitchen facilities include a refrigerator, microwave, prep tables and sink that may be used by the renter or caterer.
16. Portable grills and ovens are prohibited.
17. Candles are prohibited.
18. Smoking is prohibited.
19. Fountains of any kind are prohibited.
20. Kegs are prohibited.
21. In the case that alcohol will be served at Southside Art Gallery, an event permit must be obtained from the City of Oxford for \$75.
22. It is the responsibility of the renter to provide security at any event in which alcohol is served and the number of expected guests exceeds 50.
23. Security must be provided by the renter for events held on Special Event Weekends. (Special Event Weekends are defined below.)
24. Serving alcohol to minors is prohibited.
25. Any open alcohol containers may not leave the premises.
26. Alcohol may not be served past 12:00 A.M.
27. Any weeknight event that lasts beyond the 9:00 P.M. ending time or weekend event that lasts beyond the 11:00 P.M. ending time hereby agreed upon by _____ and Southside Gallery is subject to a \$200 fee that will be charged to the renter's credit card for each additional hour past 9:00 P.M. (weeknights) or 11:00 P.M. (weekends). This charge applies until all of the renter's guests have vacated the premises.
28. Southside Art Gallery is not liable for the safety or wellbeing of any guests attending the renter's event.
29. It is the renter's responsibility to make sure that no guests are harmed or injured during the duration of the event and that no guest's actions lead to harm or injury of others as a result of the event.
30. The renter is responsible for all waste removal after the event ends.
31. A representative of Southside Art Gallery will inspect the premises for damage after all of the renter's guests and hired personnel have left the event.
32. If any damage has occurred, the renter will be notified.
33. The renter's credit card will be charged for the full retail amount of any art damaged, lost or stolen during the event immediately upon notice.
34. Any damage to or loss of Southside Gallery property during the event will be charged to the renter's credit card once the replacement or repair cost is determined.
35. Renter agrees to indemnify Southside Gallery for any third party liability that occurs as the result of acts or omissions, whether intentional or negligent, by the renter or the attendees of the event.

I, _____, having read the terms and conditions of this contract will comply with Southside Gallery's Rental Agreement, and take sole responsibility for the actions of all parties involved in the event with the exception of Southside Art Gallery employees.

_____ date _____
Renter

_____ date _____
Southside Art Gallery Representative

Gallery Rental Rates

Weeknight Gallery Rental (6:00 P.M. – 9:00 P.M.) \$750

Weekend Gallery Rental (6:00 P.M. – 11:00 P.M.) \$1,800

Special Event Weekend Gallery Rental (6:00 P.M. – 11:00 P.M.) \$2,800
Special Event Weekends include: Home football game weekends, graduation and New Year's. Southside Gallery is not available Double Decker Weekend.

Event Permit (Required if alcohol is served) \$75