

Gallery Q Rentals

Gallery Q is a jewel in downtown Stevens Point, offering a big city style gallery in a historic building right on Main Street. The gallery is filled with beautiful artwork from more than 30 area Artists and provides a warm and inviting space to hold events.

Gallery Q would like to offer you the unique opportunity to rent our gallery space for your next meeting or event. For a small fee you can invite up to 125 people for a 1-3 hour event.

Gallery Q will provide up to 3 tables and some chairs will be available. A staff member will be present to handle any sales or any other questions, and to lock up at the end of the event. **Special Events closed to the public should be held after the gallery closes Tuesday-Saturday at 6 p.m. or anytime on Mondays. Please note events need to be over and cleaned up by 9 p.m.**

Renters are responsible for:

- Any refreshments and the serving of those refreshments
- Set up
- Clean up- which includes:
 - Vacuuming and removal of any garbage from the event (Gallery Q does not have garbage service)

Renters are not to move any displays. If necessary and within reason, this will be done by staff.

Please not that you are responsible for any damages to artwork or the gallery that may happen while you are utilizing the space.

Fees:

Individuals & Businesses: **\$150**

Non-Profit Organizations: **\$50**

Patrons may host one event per year at no charge.

One Gallery Q staff member will be available to do a 10-15 minute overview of the gallery. If you would like a longer, more formal, presentation, we can provide the names and contact information of artist members at Gallery Q that may be willing and able. Any cost for this is a separate agreement between renter and the artist.

Approval of any event is subject to gallery and staff availability. Any questions or concerns can be directed to Mary Therese Murphy at 715-347-0177 or marthemur@gmail.com. You may also contact Gallery Q at 715-345-2888 or info@qartists.com.

Gallery Q Rental Application

Application Date: _____

Date of the Event: _____ Time: _____

Type of Event: _____

Organization Name: _____

Organization's Mission: _____

Contact Name: _____

Email: _____ Phone #: _____

Mailing Address: _____

of people expected: _____ # of tables needed: _____ # of chairs: _____

Any special needs you may have: _____

Would you like Gallery Q Artists to attend your event? _____

*Approval of event is subject to Gallery and staff availability.

- I understand as a renter I am responsible for the requirements listed on the Rental document.

Signed: _____

Date: _____

Approved by (Event Committee) _____ Date: _____