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Joe Molina Gallery and Studios

930 8th Avenue, Greeley, CO 80631

2018-2019 Wedding Event Planning Guide



WEDDINGS • CELEBRATIONS • RECEPTIONS
BIRTHDAYS • QUINCEANERAS

www.JoeMolinaGalleryandStudios.com

EVENT PLANNING OPTIONS



Joe Molina Gallery and Studios believes in diversity and inclusion as such we are proud that we do not discriminate and are happy to serve everyone.

CONTACT US:

Joe Molina Gallery and Studios
Rental
Direct Line: (970) 506-0070
Address: 930 8th Avenue, Greeley, CO 80631
Website: JoeMolinaGalleryandStudios.com
Email: events@joemolina.com

Joe Molina Gallery and Studios is available for special events by those who desire a unique setting. This family owned business in downtown Greeley, Colorado is a great location to host numerous events for the community and personal use. Joe Molina is a premier artist whose work featured around the globe. Mr. Molina's art pieces are showcased along the walls of the gallery. This is a truly fun space that promotes love, culture and inspiration.

A LA CARTE OPTIONS

SPACE	DAY OF THE WEEK	NON-NEGOTIABLE 1ST HOUR	ADDITIONAL HOURS EACH
Private event in Gallery	Friday or Saturday	\$150.00	\$100.00
	Sunday	\$125.00	\$100.00
	Monday-Thursday	\$100.00	\$75.00
Underground Lounge	Any Day	\$50 FOR UP TO 2 HOURS	\$20.00
	ANY	EXTRA HR DAY OF	\$150.00

- NONPROFIT ORGANIZATION 25% OFF SPACE RENTAL PRICE
- DEPOSIT \$100.00
- ANY EVENT AFTER 12:00AM &/OR OVER A HOLIDAY \$250.00 FEE

Each a la carte option at Joe Molina Gallery and Studios includes the following amenities

- A stylish room to host your celebration
- Votive candle centerpieces to dress your table
- Registration, cake, gift, food tables
- Stage
- Access to in-house sound system with microphone
- Up to 6 hour private event space rental
- Dance floor
- Room maximum capacity of 200
- (15) 2ft x 2ft tables with 2 chairs per table
- In-house table linen

***Please request vendor list.**

Wedding Packages

Wedding Packages

Let the experts at Joe Molina Gallery and Studios help you create a wedding reception that is a true reflection of your personalities. Our enticing list of options will provide you the opportunity to customize the celebration to suit you.

Whether you are planning afternoon cocktails, a brunch, cocktail reception with hors d'oeuvres or a formal evening wedding, Joe Molina Gallery and Studio expert planners will work with you to develop the perfect wedding package.

Each menu can be adapted to meet special ethnic or cultural concerns.

Extras

You may add to any package or choose the packages that include the items you would like

- Full selection of table linens your choice of colors
- Table settings in your choice of colors
- Professional banquet captain and serving staff per catering option
- Complimentary coat-check service
- 8ft round tables that seat 8-10 guests
- Bar service
- Security
- Catering
- Tiered cake
- Florist
- Photographer
- Videographer
- DJ/Music/Band
- Officiate/Justice of the Peace
- Coffee/tea service
- Bar service
- Champagne toast for all
- Lit wedding rose arch
- Sand for service
- Candles for service

WEDDING PACKAGES

No changes or alterations to packages allowed

LET'S DO THIS

Available Mon-Thurs 4:00pm-10:00pm

Package Inclusions

- Gallery space rental for three hours (value \$250)
- Ceremony seating (up to 25 guests)
- Reception setup (up to 50 guests)
- Officiate (value \$250)
- Bridal bouquet and Groom boutonniere (value \$150)
- Custom designed wedding cake by a local pastry chef (value \$150)
- Votive candle centerpieces to dress your table
- Gift table, place card table, cake table and bridal table
- Stage for service
- Music for 2.5 hours Pandora
- Access to in-house sound system with microphone
- Dance floor
- Cleaning of space (value \$75)
- Two hour prior set-up
- Onsite audiovisual equipment
- Cash bar
- Security for 2 hours

Price \$1,200.00

RENEWED LOVE

Available Mon-Thurs 4:00pm-10:00pm

Package Inclusions

- Gallery space rental for three hours (value \$250)
- Ceremony seating (up to 25 guests)
- Reception setup (up to 50 guests)
- Officiate (value \$250)
- Bridal bouquet and Groom boutonniere (value \$200)
- One hour of photography by Joe Molina (\$200 value)
- Custom designed wedding cake by a local pastry chef (value \$150)
- Votive candle centerpieces to dress your table
- Gift table, place card table, cake table and bridal table
- Stage for service
- Music for 2.5 hours Pandora
- Access to in-house sound system with microphone

- Dance floor
- Cleaning of space (value \$75)
- Two hour prior set-up
- Onsite audiovisual equipment
- Cash bar
- Two Bottles of Prosecco for wedding table (value \$76)
- 40 Drink Tickets at \$5 each =(value \$200)
- Security for 2 hours

Price \$1,600.00

SIMPLY LOVE

Available Mon-Sun 3:00pm-10:00pm

Package Inclusions

- Gallery space rental for four hours (value \$450)
- Ceremony seating (up to 40 guests)
- Reception setup (up to 75 guests)
- Officiate (value \$250)
- Bridal bouquet and Groom boutonniere (value \$200)
- Two hours of photography by Joe Molina (value \$500)
- Custom designed wedding cake by a local pastry chef (value \$200)
- Two bottles of Prosecco for wedding table (value \$76)
- Votive candle centerpieces to dress your table
- Gift table, place card table, cake table and bridal table
- Stage for service
- Music for 3 hours Pandora
- Access to in-house sound system with microphone
- Dance floor
- Cleaning of space (value \$100)
- Two hour prior set-up
- Onsite audiovisual equipment
- Cash bar
- 120 drink tickets at \$5 each =(value \$600)
- Three hours of security

Price \$2,500.00

CELEBRATE LOVE

Available Fri-Sun 11:00am-12:00am midnight

Package Inclusions

- Gallery space rental for five hours (value \$575)
- Ceremony seating (up to 50 guests)
- Reception setup (up to 100 guests)
- Officiate (value \$300)
- Bridal bouquet and Groom boutonniere (value \$250)

- Three hours of photography (value \$800)
- Custom designed wedding cake by a local pastry chef (value \$300)
- Votive candle centerpieces to dress your table
- Gift table, place card table, cake table and bridal table
- Stage for service
- Music for 4 hours Pandora
- Access to in-house sound system with microphone
- Dance floor
- Cleaning of space (value \$125)
- Two hour prior set-up
- Onsite audiovisual equipment
- Use of Underground Lounge for four hours (value \$90)
- Cash bar
- Four bottles of Prosecco for wedding table (value \$144)
- 160 drinks at \$5 each = (value \$800)
- Four hours of Security x2

Price \$3,000.00

TOTAL ROMANCE

Available Fri-Sun 11:00am-12:00am midnight

Package Inclusions

- Gallery space rental for eight hours (value \$875)
- Ceremony seating (up to 80 guests)
- Reception setup (up to 150 guests) mix of cocktail and dinner seating
- Officiate (value \$350)
- Bridal bouquet and Groom boutonniere (value \$250)
- Three Hours of photography (value \$800)
- Custom designed wedding cake by a local pastry chef (value \$450)
- Prosecco toast for your guests \$38 x30= (value \$1,140 at 5 glasses per 750ml)
- Votive candle centerpieces to dress your table
- Gift table, place card table, cake table and bridal table
- Stage for service and DJ for 5 hours (value \$500)
- Access to in-house sound system with microphone
- Dance floor
- Rental of custom table linens (value \$400)
- Cleaning of space (value \$200)
- Two hour prior set-up
- Lit rose wedding arch use (value \$40)
- Onsite audiovisual equipment
- Use of Underground Lounge for seven hours (value \$160)
- Cash bar
- Registration book (value \$30)
- Four bottles of Prosecco (value \$152)
- 250 drink tickets at \$5 each = (value \$1250)
- Seven hours of security x 3

Price \$5,800

SHARED LOVE

Available Fri-Sun 10:00am-12:00am midnight

Package Inclusions

- Gallery space rental for eight hours (value \$875)
- Ceremony seating (up to 80 guests)
- Reception setup (up to 200 guests) mix of cocktail and dinner seating
- Officiate (value \$350)
- Bridal bouquet and Groom boutonniere (value \$400)
- Four Hours of photography (value \$1,000)
- Custom designed wedding cake by a local pastry chef (value \$600)
- Votive candle centerpieces to dress your table
- Gift table, place card table, cake table and bridal table
- Stage for service
- Rental of custom table linens (value \$400)
- Live entertainment for 3 hours (value \$800)
- Access to in-house sound system with microphone
- Dance floor
- Lit rose wedding arch use (value \$40)
- Use of Underground Lounge for seven hours (value \$160)
- Cleaning of space (value \$200)
- Two hour prior set-up
- Onsite audiovisual equipment
- Table linens
- 8ft banquet tables
- Two drink tickets per guest at \$5 each x 380= (value \$1,900)
- Five bottles of Prosecco at bride and groom table (value \$190)
- Registration book (value \$30)
- Security for 7 hours x 4

Price \$7,000

EACH PACKAGE REQUIRES THE DEPOSIT WITH APPLICATION

- **DEPOSIT \$100.00**

*DEPOSIT REFUND IS BASED ON MISUSE OF SITE/ART/EQUIPMENT/EXCEDING SCHEDULED TIME

You may cancel 3month prior to the event date and all payments will be returned except the deposit.

To begin the planning process, simply email us at events@joemolina.com or call us at 970-506-0070

Wedding Rental Agreement

This Rental Agreement, hereafter referred to as the Agreement is entered into by and between Joe Molina, Molina Gallery and Studios at 930 8th Avenue, Greeley, CO 80631, 970-506-0070, events@joemolina.com

Renter Name: _____

Phone: _____ Secondary Phone: _____

Organization: _____ Website: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Renter agrees to rent the gallery as follows:

1. Purpose of Event:

One-time Wedding

2. Date(s) of Event: _____ **Hours of Event:** _____

3. Dates and Time Needed to Set-up 2 HOURS: _____ **Tear-down 1 hour:** _____

4. Expected Number of People to Attend: _____ This number may change until one month before event. *** Day of event you will be charged for every 30 extra guests (not listed above) at a rate of \$100 per 30 that show.

Initial: _____

5. Decorations/Party Theme: _____

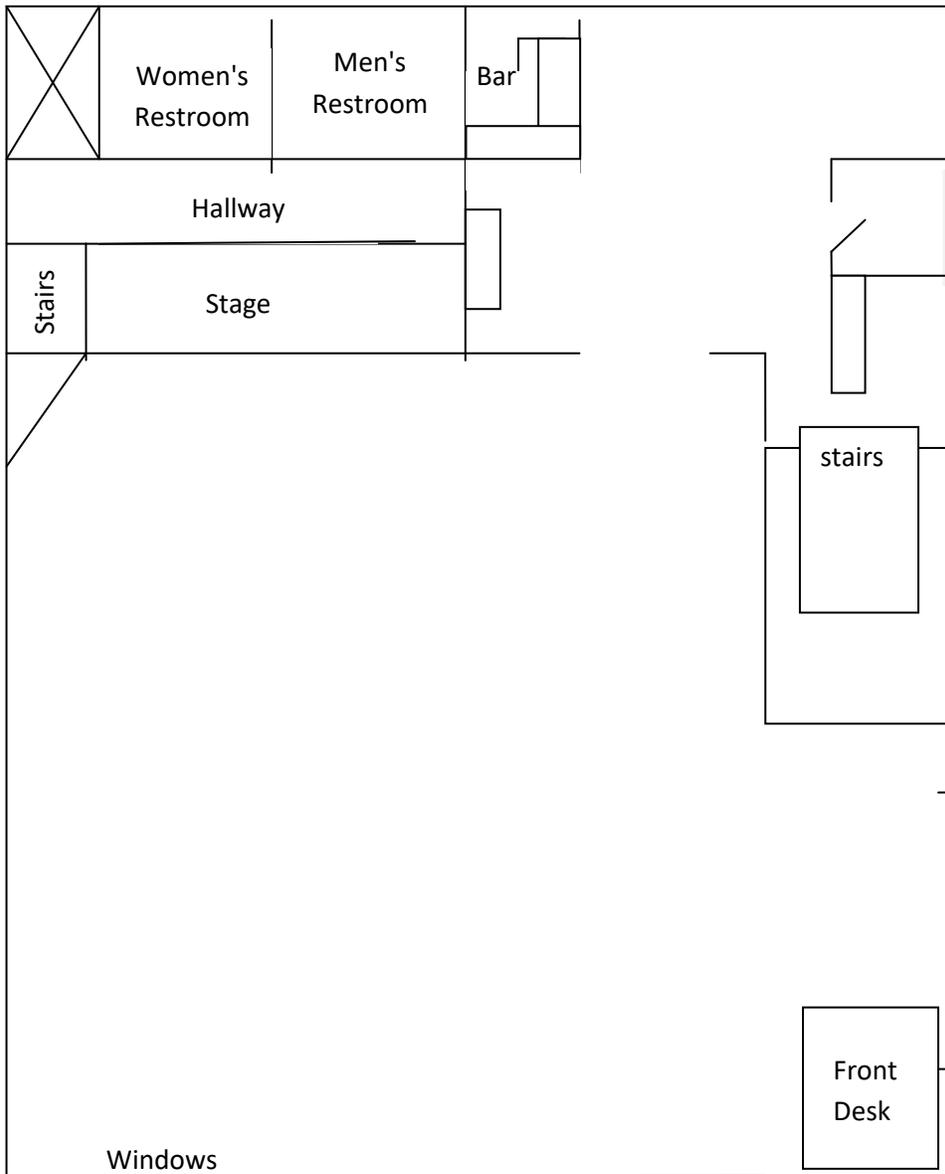
You may bring in catering or do potluck style as you wish. You are required to clean-up and set-up all own food.

Initial: _____

6. External Vendors/Businesses

- Caterer: _____ Contact Info: _____
- Other: _____ Contact Info: _____
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RS



Please be sure to include catering area, tables, chairs, movable walls, dance floor, etc.

Window

****Changes may be made up to 6 days before the scheduled date of the event. Every change to the room setup after that 6 days will be a \$50 per day fee. **No changes to room setup within 24hrs allowed.**

Initial: _____

8. **Alcohol:** Molina Art LLC holds the liquor license for the venue and reserves the right to refuse service due to overconsumption to any individuals. No liquor, spirits, beer or wine may be brought in to the venue. Consequences of bringing outside alcohol; all outside alcohol will be confiscated.

Initial: _____

Ride Home Policy: renter will be required to escort all belligerent guests out of the premises, and renter is responsible for calling a cab/ambulance for all guests requiring assistance or medical attention. Staff and Security have the right to send your guests home or to the hospital by any means necessary at your expense. Initial: _____

- Cash Bar (est. \$3 beer, \$3 wine, \$5 cocktail)
- Full Bar Service (prepaid \$3 beer, \$3 wine, \$5 cocktail)

Drinks to be served:

- Beer
- Wine
- Liquor

9. **Security:** For parties serving alcohol with 50 guests or more require a security staff. Renter is required to hire 1 security personnel for each 100 people present after the original 50 guests. These will be provided by the gallery.

Initial: _____

10. **Other Services Needed** (at no extra fees to Renter):

- Tables (number & size): _____
- Tablecloths (color, size, & number): _____
- Chairs (number & type): _____
- Fountain: _____
- Decorative pillars/art stands: _____
- Transitional walls: _____
- Dance Floor: _____
- Disco Ball/Smoke machine/Dance lighting: _____
- Microphone and speakers: _____
- TV w/DVD capabilities: _____
- Music: _____
- Extension cords: _____
- Other: _____

11. **Fees:** Rental Fee: _____ = Total: _____

Total Cost of Package Rental: _____ as of today date _____

Deposit: Renter agrees to pay a deposit for the event of: **Cleaning Deposit with application \$100.00** *This is a guarantee between Gallery and Renter that the date and times of the event will be placed on the Gallery Calendar and not rented to any other entities during that period.*

(PD\$ _____ received by _____ date of _____)

Second Payment: 50% of remainder total cost, payable three weeks after deposit is made: \$ _____ by date of _____. (PD\$ _____ received by _____)

Final Payment: Renter agrees to pay the remainder of the balance \$ _____ by date of _____. (PD\$ _____ received by _____)

Initial: _____

Additional changes and fees added after original agreement:

13. **Cancellation of Reservations:** For all events booked at least four months in advance, Renter may cancel event at least three months prior with a full refund aside from the deposit that is kept by the venue. If Renter cancels the reservation less than three month prior to the event, Renter shall be deemed to be in breach of the Rental Agreement, and Molina Gallery and Studios shall be entitled to 100% of the deposit paid and full rental agreement package amount and everything will be nonrefundable.

Initial: _____

14. **Cancellation Necessitated by Exigent Circumstances:** If either Renter or Joe Molina Gallery and Studios is forced to cancel the event due to natural disaster, acts of God, damage to Gallery, fire, or Government action, neither party shall be held in breach of the Agreement.

15. **Safety:** Renter agrees to be solely responsible and liable for the conduct, safety, and security of its guests, employees, agents, vendors, and subcontractors and to take all reasonable actions necessary to ensure their safety and security. This responsibility shall specifically include, but not be limited to: keeping the Gallery free of dangerous conditions and/or warning guests, employees, agents, vendors, and subcontractors of the dangerous condition; employing reasonable security measures to ensure the safe and orderly conduct of all guests, employees, agents, vendors, and subcontractors; and employing reasonable security measures to prevent any uninvited individuals from entering Gallery.

16. **Indemnification and Waiver of Claims:** Renter agrees to be solely liable and responsible for all costs, expenses, damages, injuries, claims, or suits incurred during or arising from the event. Renter further agrees to indemnify and hold harmless Joe Molina Gallery and Studios and Molina Art, its principals, officers, directors, agents, contractors, employees, vendors, subcontractors, and volunteers from any suit or claim for damages or injury brought by any person, party, or company.

17. **Property Damage:** Renter agrees to be solely responsible and liable for any damage, theft, or loss of property incurred during the rental, and agrees to hold harmless and indemnify Joe Molina Gallery and Studios and Molina Art, LLC and any employees, vendors, contractors, or volunteers for any claim for damage, loss, or theft.

*******We suggest you purchase liability insurance for the event. Business liability insurance can be edited for a day to the event and venue naming Molina Art LLC as covered. Speak to your insurance representative for coverage.**

Initial: _____

18. **Liability and Security:** Molina Art, LLC will not be held responsible for lost or stolen articles or merchandise left on the premises prior to, during, or following an event. We reserve the right to inspect and control all private events on the premises. Renter will be responsible for any and all damages to the property.

19. **Effective Date:** This Agreement shall be effective upon payment of deposit and signing of the Agreement by all parties.

20. **Permitted Uses:** Renter shall only use the rented premises for lawful purposes and has sole responsibility for obtaining any required county, state, or federal license or permit prior to the event, with the exception of liquor license.

21. **Attorney's Fees:** If it becomes necessary to initiate legal action to preserve or defend Joe Molina Gallery and Studios or Molina Art, LLC's rights under this Agreement, then Molina Art, LLC shall be entitled to payment of reasonable attorneys' fees and costs.

22. **Venue and Governing Authority:** Venue for all civil actions filed related to the enforcement of all rights under this Agreement shall be in Weld County and the laws of the State of Colorado shall govern all such proceedings.

23. **No Assignment:** Renter may not assign its rights under this Agreement.

24. **Non-Waiver:** Failure of any involved party to exercise any right afforded by the Agreement shall not be deemed a waiver of that right or any other.

Cleaning Expectations:

- Artwork will not be touched, moved or have food/drink on them
- Suckers/ice cream/gum/sticky candy will be removed
- Drink/liquids and alcohol spills will be cleaned up
- Table covers after the event will be able to be dry cleaned with no stains remaining
 - If table covers are stained and will need to be replaced a charge of \$20 per table cover will in effect.
 - If all cleaning expectations are met, you will receive up to 75% of your cleaning deposit refunded within two weeks after your event sent to the name and address listed on the contract.

Initial: _____

25. Entire Agreement Modification:

This Agreement constitutes the entire Agreement of the parties with respect to the subject matter of this Agreement. No modification, amendment, or waiver of any of the provisions of this Agreement shall be effective unless made in writing and signed by each party.

Authorizing Renter Name: _____

Signature: _____ Date: _____

Authorizing Joe Molina Gallery Staff Name: _____

Signature: _____ Date: _____

*****The gallery reserves the right to refuse rental for any event deemed inappropriate for space or potentially damaging to the artwork.