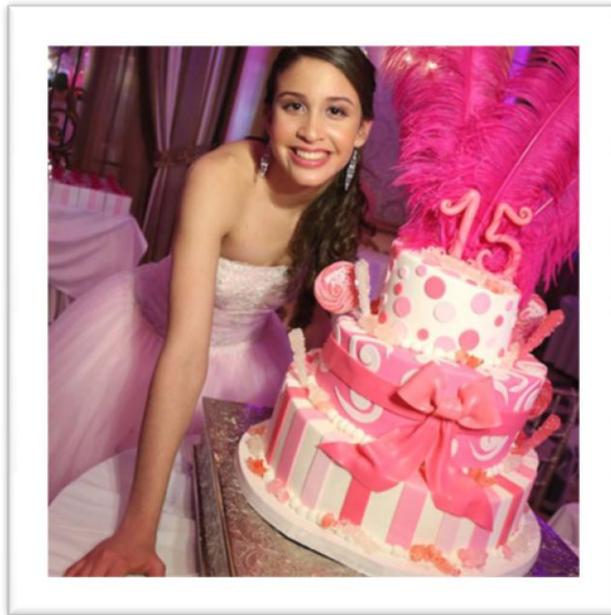


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Joe Molina Gallery and Studios

930 8th Avenue, Greeley, CO 80631

2018-2019 Quinceanera Event Planning Guide



**WEDDINGS • CELEBRATIONS • RECEPTIONS
BIRTHDAYS • QUINCEANERAS**

www.JoeMolinaGalleryandStudios.com

QUINCEANERA 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 Department
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 our preferred vendor list.**

Quinceanera Packages

Quinceanera Packages

Let the experts at Joe Molina Gallery and Studios help you create a Quinceanera reception that is a true reflection of your daughter's personalities. Our enticing list of options will provide you the opportunity to customize the celebration to suit your need. Whether you are planning afternoon family gathering, a brunch, cocktail reception with hors d'oeuvres or a formal evening Quinceanera, Joe Molina Gallery and Studio expert planners will work with you to develop the perfect package. Each menu can be adapted to meet special 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
- Lit rose arch
- Candles for service

QUINCEANERA PACKAGES

No changes or alterations to packages allowed.

HEART

Available Sun-Thurs 11:00am-8:00pm

Package Inclusions

- Coordinating with the Quinceanera, her family, Padrinos, chosen Court of Honor and other contacts on all religious rites of passage and traditions
- Gallery space rental for three hours (value \$350)
- Ceremony seating (up to 25 guests)
- Reception setup (up to 75 guests)
- Officiate (value \$250)
- Bouquet (value \$100)
- Custom designed cake by a local pastry chef (value \$250)
- Votive candle centerpieces to dress your table
- Gift table, place card table, cake table and guest book table
- Stage for service
- Music for 3 hours -Pandora
- Access to in-house sound system with microphone
- Dance floor
- Cleaning of space (value \$150)
- One hour prior set-up
- Onsite audiovisual equipment
- Security guard x 2 hours (value \$40)
- Lit Rose Arch (value \$75)
- Guestbook (value \$50)
- Ribbon for ring ceremony (value \$25)
- Candles for ceremony (value \$80)
- Cash bar

\$1,500.00 plus tax

GROWTH

Available Sun-Thurs 11:00am-10:00pm

Package Inclusions

- Coordinating with the Quinceanera, her family, Padrinos, chosen Court of Honor and other contacts on all religious rites of passage and traditions
- Gallery space rental for five hours (value \$550)
- Ceremony seating (up to 50 guests)

- Reception setup (up to 100 guests)
- Officiate (value \$300)
- Bouquet (value \$150)
- Three hours of photography (value \$800)
- Custom designed cake by a local pastry chef (value \$300)
- Votive candle centerpieces to dress your table
- Gift table, place card table, cake table and guest book table
- Stage for service
- Music for 4 hours -Pandora
- Access to in-house sound system with microphone
- Dance floor
- Cleaning of space (value \$200)
- Two hour prior set-up
- Internet access throughout the facility
- Onsite audiovisual equipment
- Security two guards x 5 hours (value \$200)
- Lit Rose Arch (value \$75)
- Guestbook (value \$50)
- Ribbon for ring ceremony (value \$25)
- Candles for ceremony (value \$80)
- 80 drink tickets at \$5 each (value \$400)
- Cash bar

\$3,000.00 plus tax

PASSAGE

Available Friday-Sunday 10:00am-12:00am

Package Inclusions

- Coordinating with the Quinceanera, her family, Padrinos, chosen Court of Honor and other contacts on all religious rites of passage and traditions
- Gallery space rental for five hours (value \$550)
- Ceremony seating (up to 50 guests)
- Reception setup (up to 125 guests)
- Officiate (value \$350)
- 15 candles for service (value \$80)
- Guest book (value \$50)
- Ribbon for ribbon/ring ceremony (value \$25)
- Bouquet (value \$200)
- Three hours of photography, including touchups (value \$1,000)
- Custom designed cake by a local pastry chef (value \$500)
- Votive candle centerpieces to dress your table
- Gift table, place card table, cake table and guest book table
- Stage for service
- Music for 4 hours - Pandora
- Access to in-house sound system with microphone

- Dance floor
- Cleaning of space (value \$200)
- Two hour prior set-up
- Onsite audiovisual equipment
- Lit rose arch (value \$75)
- DJ for 4 hours (value \$400)
- Invitations (value \$500)
- Security for 4 hours (value \$160)
- 225 drink tickets at \$5 (value \$1,125)
- Cash bar

\$6,000.00 plus tax

BLESSING

Available Mon-Sun 11:00am-12:00am

Package Inclusions

- Coordinating with the Quinceanera, her family, Padrinos, chosen Court of Honor and other contacts on all religious rites of passage and traditions
- Gallery space rental for six hours (value \$650)
- Ceremony seating (up to 75 guests)
- Reception setup (up to 200 guests)
- Officiate (value \$350)
- Bouquet (value \$250)
- Ribbon for ribbon/ring ceremony (value \$25)
- 15 candles for ceremony (value \$80)
- Guest book (value \$50)
- Three hours of photography plus touchups (value \$1,000)
- Custom designed cake by a local pastry chef (value \$800)
- Votive candle centerpieces to dress your table
- Tiara (value \$50)
- Gift table, place card table, cake table and guest book table
- Stage for service
- Live DJ for 5 hours (value \$500)
- Access to in-house sound system with microphone
- Dance floor
- Creating photomontage (value \$150)
- Custom place cards (value \$100)
- Cleaning of space (value \$200)
- Two hour prior set-up
- Onsite audiovisual equipment
- Security for 5 hours x 3 (value \$300)
- Lit rose arch (value \$75)
- Invitations (value \$500)
- Includes underground lounge rental (value \$130)

- 360 drink tickets at \$5 (value \$1800)
 - Cash bar
- \$7,000.00** plus tax

Daddy's Little Girl

Available Fri-Saturday 10:00am-12:00am

Package Inclusions

- Coordinating with the Quinceanera, her family, Padrinos, chosen Court of Honor and other contacts on all religious rites of passage and traditions
- Gallery space rental for six hours (value \$650)
- Ceremony seating (up to 75 guests)
- Reception setup (up to 200 guests)
- Officiate (value \$400)
- Bouquet (value \$250)
- Ribbon for ribbon/ring ceremony (value \$25)
- 15 candles for ceremony (value \$80)
- Guest book (value \$50)
- Four hours of photography plus touchups (value \$1,300)
- 3 hours of videographer (value \$1,000)
- Invitations (value \$600)
- Ceremony Programs (value \$800)
- Hair and Makeup Artist day of (\$600)
- Custom designed cake by a local pastry chef (value \$800)
- Votive candle centerpieces to dress your table
- Gift table, place card table, cake table and bridal table
- Lit rose arch (value \$75)
- Tiara (value \$50)
- Stage for service
- Live entertainment 4 hours (value \$800)
- Access to in-house sound system with microphone
- Dance floor
- Creating photomontage (value \$150)
- Custom place cards (value \$100)
- Cleaning of space (value \$250)
- Two hour prior set-up
- Onsite audiovisual equipment
- Security 5 hrs x3 (value \$300)
- Includes Underground Lounge rental (value \$180)
- 540 drink tickets at \$5 (value \$2,700)

\$11,000 plus tax

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

Quinceanera 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 Quinceanera

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:** _____

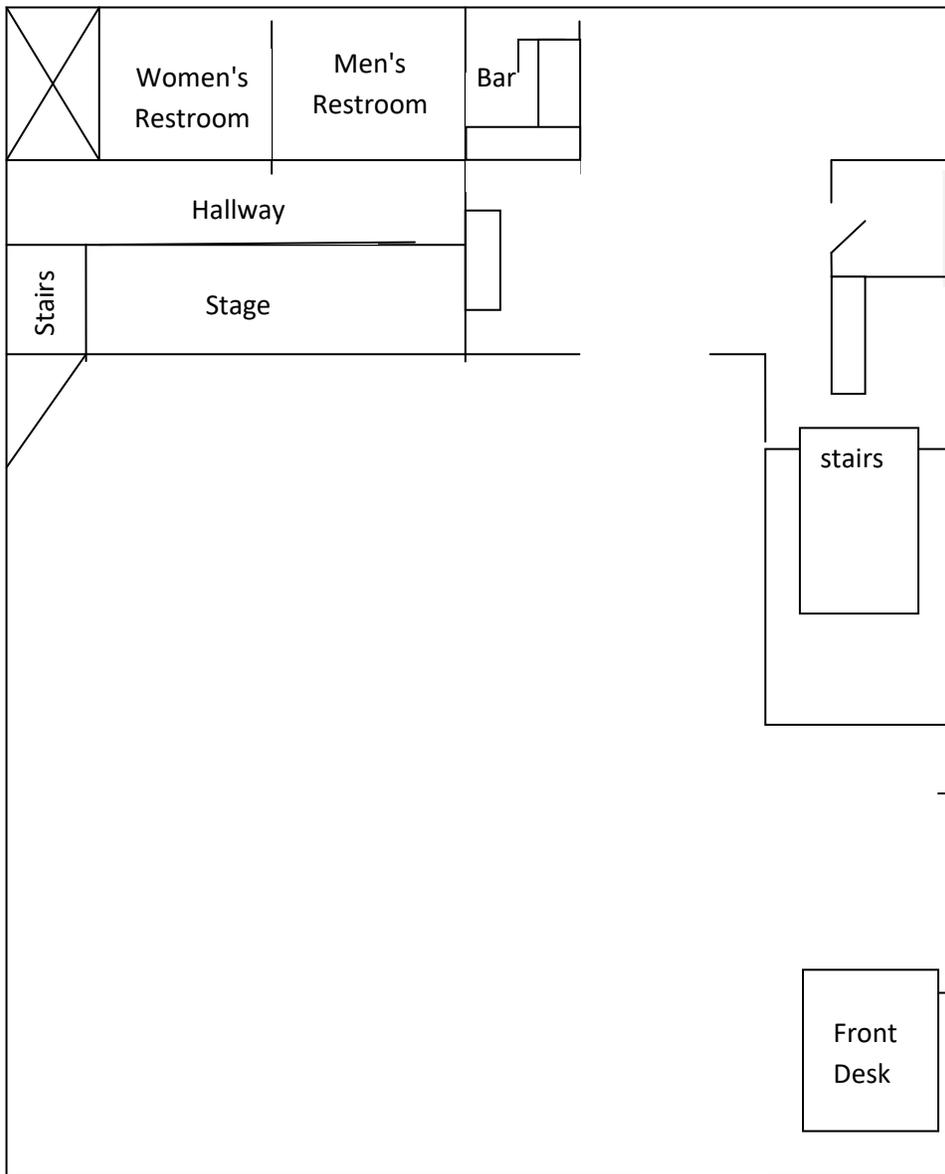
You may bring in catering or do potluck style as you wish. You are required to clean-up and set-up all own food.

Initial: _____

6. **External Vendors/Businesses**

Caterer: _____ Contact Info: _____

Other: _____ Contact Info: _____



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)

<p>Drinks to be served:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Beer <input type="checkbox"/> Wine <input type="checkbox"/> 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.