

PERQUIMANS ARTS LEAGUE - GALLERY RENTAL AGREEMENT

This agreement is between **Perquimans Arts League (PAL)** ("PAL") and the undersigned renter ("Renter") for the temporary use of the PAL Gallery.

EVENT INFORMATION

Renter/Organization: _____

Event: _____

Date: _____ Attendance: _____

Rental Start: _____ Rental End: _____

FEES & PAYMENT

Fee	Amount
Standard Rental	\$60/hour — 2-hour minimum (\$120)
Nonprofit/Community Rate*	\$50/hour — 2-hour minimum (\$100)
Security Deposit	\$100

*Nonprofit/community rate is subject to PAL approval.

The **\$100 security deposit is due when the reservation is made along with a Certificate of Insurance.** The rental fee must be paid in full at least **48 hours before the event.** The security deposit will be refunded within **30 days after the event**, provided there is no damage, loss, excessive cleaning, or other chargeable expense.

USE OF GALLERY

- The gallery may be used for approved private events, including receptions, meetings, celebrations, workshops, and similar activities.
- Renter is responsible for the conduct of all guests and vendors.
- Artwork, displays, furnishings, equipment, and other PAL property must be treated with care.
- Nothing may be attached to walls, artwork, pedestals, or other surfaces without PAL approval.
- Activities must remain within the designated rental area.
- PAL reserves the right to decline or terminate an event that is inconsistent with PAL's mission, policies, or appropriate use of the facility.

FOOD, BEVERAGES & ALCOHOL

Light refreshments and non-alcoholic beverages are permitted. Alcohol may be served only when permitted by applicable law. Renter is responsible for compliance with all applicable laws and regulations and for the conduct of guests consuming alcohol.

SETUP, CLEANUP & ACCESS

Rental time includes setup, the event, cleanup, and breakdown. The gallery must be returned to the condition in which it was found. All trash, food, beverages, decorations, and personal belongings must be removed at the end of the rental. Furniture must be returned to its original arrangement unless otherwise approved.

Access outside normal gallery hours must be arranged with PAL in advance. Additional rental time, when available, will be charged at the applicable hourly rate.

DAMAGE & LIABILITY

Renter must provide a Certificate of Insurance due with security deposit. Renter is responsible for damage, loss, or theft of PAL property caused by the Renter, guests, or vendors during the rental period. PAL may deduct reasonable repair, replacement, or cleaning costs from the security deposit and may bill the Renter for costs exceeding the deposit.

To the extent permitted by law, PAL is not responsible for personal injury, theft, or loss of personal property belonging to the Renter, guests, or vendors, except where caused by PAL's negligence or as otherwise required by law.

CANCELLATION

Cancellations made **48 hours or more before the event** will receive a full refund of rental fees and the security deposit. Cancellations made **less than 48 hours before the event** will result in forfeiture of the \$100 security deposit. PAL may make exceptions for emergencies or circumstances beyond the Renter's control.

AGREEMENT & SIGNATURES

By signing below, the Renter confirms that they have read, understand, and agree to comply with this agreement and all PAL policies governing use of the gallery.

Renter Name: _____

Address: _____

Phone: _____ **Email:** _____

Renter Signature: _____ **Date:** _____

PAL Representative: _____

PAL Signature: _____ **Date:** _____

Reservation/Payment Notes: _____