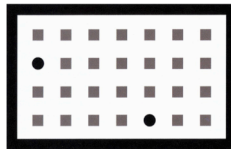


# UNTITLED [ARTSPACE]



## Untitled Art Space Inc. Facilities Rental Contract

### INDEMNIFICATION AND LIABILITY

Rentor agrees to the terms provided in this rental contract by and between Rentor, \_\_\_\_\_ and Renter Untitled Art Space Inc. Rentor agrees to indemnify and holds Untitled Art Space Inc., Artists Investments Limited Partnership, and Joe and Laura Warriner harmless from all claims, liability, damage, injury penalty, fine or loss, directly or indirectly, by any persons, authority, or entity for injuries to persons, property, or damage which in any way results from the use of the premises by Renter; and if any suit or proceeding shall be brought against Untitled Art Space Inc., Artist Investments Limited Partnership, and Joe and Laura Warriner on account of damage, injury, omission, neglect, commission, liability claim, or loss occasioned upon by Rentor, guests of Rentor, invitees, licensees, servants, or any other person, the Rentor, at its sole expense will defend same, and will pay any judgments which may be recovered against Untitled Art Space Inc, Artists Investments Limited Partnership and Joe and Laura Warriner.

### PAYMENT

A non-refundable deposit payable to Untitled Art Space Inc. and a signed contract are necessary to guarantee the rental space. An initial deposit totaling 50% of the rental price as well as credit card information to be held on file are due at the time of contracting; the remaining 50% of the rental cost is due one week prior to the event. Both payments are non-refundable and the credit card will be charged an additional fee if the number of people in attendance exceeds that stated in the original contract. Because of insurance restrictions, Rentor must provide homeowner's insurance or an insurance certificate from their organization regarding the use of Untitled Art Space Inc. Rentor's must verify with their insurance company that the insurance certificate provided covers facility rentals. Caterers, and liquor providers must also supply certificates of insurance. Liquor providers must provide proof of their state license. In all cases, insurance certificates must be received by Untitled Art Space Inc. at least one week prior to the event. The rental fee must be paid in full one week prior to the event.

### BUILDING USAGE

All Rentors are responsible for complying with the State of Oklahoma Liquor Laws. Rentors serving liquor must hire an off-duty police officer.

Activities will be confined to the room rented. Food and drinks are restricted to the room rented, unless otherwise agreed to in writing prior to the event. Smoking in the building and entry ways is strictly prohibited. Alcohol may not be transported from the building.

### SET UP AND TAKE DOWN

- a) Untitled Art Space Inc. will make the room available for set up by 12:00 pm the day of the event.
- b) No combustible materials such as smoke, fog or bubble machines are allowed in the building. Only candles contained in glass are acceptable.
- c) No set up closer than five feet from any work of art.
- d) No banners, placards, tape, or other materials may be attached to the walls, ceilings, or floor without prior approval.

- e) All decorations or items that are not owned by Untitled Art Space Inc. must be removed from the rental space the evening of the event unless other arrangements are made.
- f) Rentor must arrange for all rentals to be picked up by 11:00 am the following business day.
- g) Untitled Art Space Inc. reserves the right to deny any activity or equipment usage that could potentially damage the gallery or its contents.
- h) The event and clean-up must be completed by 12:00 am on the date of the event.

#### CATERER/VENDORS

1. The Rentor will provide his/her own caterers and vendors, unless otherwise negotiated. (Untitled would be glad to make recommendations regarding caterers and vendors.)
2. Rentor and/or Caterer will be responsible for all dining needs and clean up including equipment rental (i.e. tables, linens, glassware, tableware, etc.).
3. Untitled Art Space Inc. has the following items available:
  - 10 - 60" round tables
  - 10 - 6' tables
  - 200 red chairs
  - Black table cloths and napkins

#### APPLICABLE LAW

Rentor agrees to comply with all applicable laws including local, state and federal statutes. Rentor affirms that attendees will comply with applicable laws during the rental period.

**RENTOR INFORMATION:**

(Please see attached sheet for a checklist of documents that must be submitted prior to rental.)

Organization or Rentor Name: \_\_\_\_\_

Event Date: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_

Number of Guests \_\_\_\_\_ \*\* Hours of Event: \_\_\_\_\_

Caterer: \_\_\_\_\_

Bus. Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Band/D.J.: \_\_\_\_\_

Bus. Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Liquor Provider: \_\_\_\_\_

Bus. Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Additional Vendors (i.e. florists, table decorators, etc.): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*Police Officer: \_\_\_\_\_ Phone: \_\_\_\_\_

\*Dennis Buckley, Police Officer, can schedule an Officer for you. He can be reached at 405.919.2958.

\*\* **Event, including cleanup, must be out of the building by 12:00 AM.**

---

**RENTAL RATES:**

Upstairs - \$50 per person (\$2,500 minimum, not to exceed \$4,000 maximum)

Downstairs - \$35 per person (\$2,500 minimum, not to exceed \$4,000 maximum)

A head count is to be provided by the rentor at the date the contract is signed to determine the amount of the deposit. The remainder of the rental fee is due one week prior to the event. A credit card number is required with the deposit. Should the number of persons increase at the time of the rental, an additional fee will be charged.

---

**RENTAL FEES:**

\_\_\_\_\_ Number of attendees

\$\_\_\_\_\_ Rate per person

\$\_\_\_\_\_ Total

\$\_\_\_\_\_ Deposit paid at time of contracting

\$\_\_\_\_\_ BALANCE due one week prior to the event \_\_\_\_\_

Agreed to by:

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature Untitled Art Space Inc.

\_\_\_\_\_  
Date

**Checks should be made out to UNTITLED ART SPACE INC. The Rentor signed agrees to the terms and conditions of this contract and is unconditionally responsible for such.**

Untitled Art Space Inc.  
1 NE 3<sup>rd</sup> Street  
Oklahoma City, OK 73104

Contact Person:  
Autumn Daves, Development Coordinator/Public Relations  
405.815.9995  
autumn@artspaceatuntitled.org

**- Thank You -**

## **RENTAL CONTRACT DOCUMENT CHECK LIST**

To reserve Untitled Artspace for your event, you must submit the following items one week prior to your event:

**1. Room rental fee payable to Untitled Artspace as outlined in the contract.**

**2. Signed contract with required information**

\_\_\_\_\_ Names and phone numbers of caterers and/or liquor providers.

\_\_\_\_\_ Names and phone numbers of any DJ's or bands that will perform.

\_\_\_\_\_ Names and phone numbers for any other vendors, i.e. florists, table decorators, etc., associated with the event.

\_\_\_\_\_ The name and phone number of the Police officer you have hired. If you are serving alcoholic drinks at any function, you must have an off duty police officer present.

**3. Certificates of Insurance**

\_\_\_\_\_ Event insurance from your organization or homeowners insurance policy.

\_\_\_\_\_ From caterers

\_\_\_\_\_ The name of your liquor provider and a certificate of insurance from that person, along with a copy of their liquor license. (A list of liquor providers licensed by the state of Oklahoma to serve alcoholic beverages is available by calling the ABC at 405.521.3484.)

Untitled will confirm this rental by email.

