

Weekday 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 hold 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

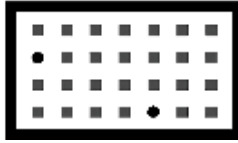
A non-refundable deposit payable to Untitled Art Space Inc. and a signed contract are necessary to guarantee the rental space. An initial deposit totaling 50% of the rental is due at the time of contracting; the remaining 50% of the rental cost is due one week prior to the event. Both payments are non-refundable. 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. Rentors must verify with their insurance company that the insurance certificate provided covers facility rentals. Caterers must also supply certificates of insurance.

BUILDING USAGE

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.

SET UP AND TAKE DOWN

- a) Untitled Art Space Inc. will make the room available for set up by 9:00 am 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 same day 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 6:00 pm 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
 - 6 - 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:

Organization or Rentor Name: _____

Event Date: _____

Contact Person: _____

Daytime Phone: _____ Cell: _____ Fax: _____

Address: _____

E-mail: _____

Number of Guests _____ ** Hours of Event: _____

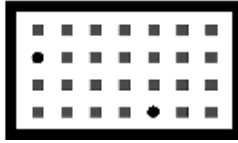
Caterer: _____

Bus. Phone: _____ Cell: _____

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

**** Event, including cleanup, must be out of the building by 6:00 PM.**

[ARTSPACE] at UNTITLED



RENTAL RATES:

Weekday Rental (Tuesday – Friday between 9am and 5pm):

Full day (4 – 8 hours): \$450

Half day (Less than 4 hours): \$350

These rates accommodate up to 30 people. Add \$50 to rates for events of 30 – 50 attendees. Call for rates for events with more than 50 in attendance.

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

\$_____ Half Day/Full Day

\$_____ 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 3rd Street
Oklahoma City, OK 73104

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

- Thank You -