



FACILITIES USE RENTAL RATES

User/Organization	(Day/Date Requested)	(Time)	___/___/___ Application Date
Location (s) of Event	No. of Guests	Total Hours	___/___/___ Request Expire. Date

THE CREATIVE HOUSE GALLERY

LETTER OF AGREEMENT AND FACILITIES USE POLICIES AND PROCEDURES

The primary purpose of the THE CREATIVE HOUSE GALLERY, hereinafter referred to as "CREATIVE HOUSE" is to research, collect, preserve and interpret for public enrichment, the history, art and culture of African Americans with emphasis on California and the Western United States.

The GALLERY is open to the public from 10:00 a.m. - 8:00 p.m., Monday through Friday and 11:00am to 6:00pm Saturday and 11:00am to 4:00pm on Sundays, Thanksgiving Day, Christmas Day and New Year's Day. No events will be scheduled on Thanksgiving Day, Christmas Day, and New Year's Day. Use of the facility shall in no way interrupt or detract from the Galleries visitor's experience. Should an event or meeting be deemed to have this effect, permission to use the facility will be denied. To assure your event functions smoothly at the Creative House, please review the following policies and procedures. Once the Letter of Agreement is signed and the CREATIVE HOUSE Facilities Use Department has received a deposit, the Facilities Use Coordinator will handle the scheduling and be the liaison between the client and the GALLERY. By signing the Letter of Agreement, you are acknowledging your agreement with these policies and procedures.

REQUESTS Requests to reserve space for a Facility Rentals at the CREATIVE HOUSE may be accepted 6 MONTHS in advance of the event date. A potential client's requested date will be held for 15 business days, by the end of which time the gallery requires a signed contract and deposit. If a signed contract and deposit have not been received within 15 days, the date will be released.

DEPOSITS and FINAL PAYMENTS

A 50% deposit, credited toward the total rental cost is required with the signed contract to secure a date. This deposit is 100% refundable if your event is cancelled 30 or more days prior to the event; (The Creative House will attempt to contact renter by phone or by email, as a courtesy before the close of business on date of cancellation) Deposit is 50% refundable if cancelled less than 20 days prior to the event date and is nonrefundable if cancelled less than 10 days prior to the event. Final Payment is due 10 business days prior to the event or the event will be automatically cancelled. Payment must be made by cashier's check, money order or credit card. No personal or company checks will be accepted. Renter is liable for any vendor costs associated with your event's cancellation.

Space Rental Fees:

___ Gallery Area	\$875.00 @ 4Hour Block
___ Patio/Lounge	\$625.00 @ 4Hour Block
___ Cabana Area	\$900.00 @ 4Hour Block

Labor:

___ A.V. Technician	@ 50.00 hr
___ Facilities Supervisor	@ 60.00 hr
___ Janitorial Staff	@ 30.00 hr
___ Gallery Educators	@ 15.00 hr
___ DJ	@ 75.00 hr

Equipment Rental:

___ Tables 8' Rectangle	@ 15.00
___ Tables 60" Round	@ 15.00
___ Podium	@ 35.00
___ Chair-Per Chair	@ 1.25
___ LCD 65-inch monitor	@ 90.00
___ Cove Rental	@ 50.00
___ Wired Microphone	@ 40.00
___ Video Projector	@ 200.00
___ Riser	@ 75.00