



Gallery II 2010 Room Rental Agreement

Date(s) of Event: _____ Event Type: _____

Event Contact Name: _____ Phone: _____

Address: _____

Organization Name: _____ Number of guests expected: _____

Event Time: _____ to _____ (DOES NOT include your set up, take down or cleaning time)

Total Room Time: _____ to _____ (INCLUDES your set up, take down and cleaning time)

Will wine or beer be served? Yes No If YES, City of Roseburg permits are required.

Will food be catered? Yes No

Will food be prepared on-site? Yes No If YES, Food Handlers permits are required.

Building Rental Hours: 8:00 am - Midnight

	Rate	UVAA Member Rate - 20% discount	
<input type="checkbox"/> Up to 4 hours	\$115	\$ 92	
<input type="checkbox"/> 4 - 6 hours	\$135	\$108	
<input type="checkbox"/> 6 - 10 hours	\$150	\$120	
<input type="checkbox"/> Full Day (see above)	\$200	\$160	\$ _____

- Room use includes tables, chairs and podium for you to set up
- Room use INCLUDES your set up, take down and cleaning time
- Gallery must be left clean - per posted procedures

<input type="checkbox"/> Kitchen use (flat fee)	\$ 50	\$50	\$ _____
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- Kitchen use includes use of entire kitchen; range, refrigerator, pots, pans, china, flatware and water glasses
- Kitchen use does NOT include linens, towels, washcloths, wine glasses, cleaning products, food products or paper goods
- Kitchen must be left clean - per posted procedures

- Deposit – Credit card pre-authorization taken and charged as required
- Cleaning fee of \$20/hour if facility is not left clean per posted procedures
- Damage fees assessed as warranted

TOTAL ROOM USE FEE \$ _____

Cancellation or Change in Reservation Status: Full refund given with 7-day advance notice of cancellation, in writing. Date change will be considered on a case-by-case basis. Please notify UVAA of any change in contact information.

Waiver of Liability: By signing below I/we hereby release Umpqua Valley Arts Association and the City of Roseburg from any liability resulting from any incident during our event at UVAA . I/we assume full responsibility for any and all activities that take place at our event and I/we will be responsible for any liability, litigation or other resulting from anything that happens at our event.

I have read, understood, and agree to follow the UVAA policies enclosed with this agreement.

Event Representative Signature: _____ Date _____

UVAA Staff Signature: _____ Date _____

Total Rental fee \$ _____ Date _____ Receipt # _____ Credit Card Imprint taken as deposit _____