



63 Summer Street, Maynard, MA 01754
978-897-9828

Email: artspacemaynard@gmail.com
www.artspacemaynard.com

EVENT POLICIES & PROCEDURES

As proud members and supporters of Maynard and the surrounding communities, Art Space Gallery is in the heart of the Maynard Cultural District. Our gallery can accommodate various profit and non-profit events and functions that are art or culturally related for a fee of \$300, plus a \$100 refundable security deposit.

Please visit our website www.artspacemaynard.com to view the gallery and to download our Reservation Policy and application form.

Thank you for considering Art Space Gallery for your next event!

ARTSPACE MAYNARD GALLERY RESERVATION INFORMATION

- Please make an appointment to discuss your event by calling the office at: **978-897-9828** or email: **artspacemaynard@gmail.com**
- Please review the following information to assist you with your planning.

Fees

- ❖ \$25 per hour for non-profit organizations (four hours maximum).
- ❖ \$300 flat fee for events lasting from one to six hours.
- ❖ \$100 Security Deposit will be refunded, pending the gallery is left in satisfactory condition.
- ❖ The fee covers costs associated with having a staff member present for opening and closing of the building, etc.
- ❖ Note that Art Space Maynard is a 501C3 non-profit organization. Therefore, your rental fee may be tax deductible.

Timeline & Policies

- ❖ Event Coordinator will visit ArtSpace to view gallery, restrooms, kitchen and will review support one month prior to event.
- ❖ Requests are on a first-come, first-serve basis.
- ❖ Requests do not guarantee a reservation.
- ❖ Applications must be received within **four weeks** of event. Confirmation will be given within five days from receipt of application and will be based on purpose and availability. (Insurance certificate/waiver will be requested.)
- ❖ Rental fees are due **five days** from receipt of confirmation.
- ❖ Please do not advertise your event until fees are paid.
- ❖ If event is changed, notify ArtSpace at **least seven days** prior to original calendar date. ArtSpace will then reconfirm your change request and your request will be honored, if there are no other events that have been previously planned and confirmed for this new date.
- ❖ If event is cancelled, please notify ArtSpace at **least seven days** prior to original calendar date. If event cancellation is made **less than seven days, event fees and security deposit will be forfeited.**

The Event

- ❖ Please remember that you are renting an art gallery for your event. There are apt to be very costly art works on the walls. While we want you to appreciate the art, we ask that you be cautious. There is to be no food or drink close to the work and please watch out for children. **You will be responsible for any damage you cause.**
- ❖ There will be no access to individual artists' studios.
- ❖ You are renting the gallery, kitchen and restroom. Service and therapy animals are allowed in these spaces. Access to the artists' studios is not allowed by renter.
- ❖ You may use the kitchen sink, microwave, refrigerator, table and chairs.
- ❖ You may park in the lot back of the building. This lot is handicapped accessible. Attendees must abide by the parking signs in front of the building.
- ❖ If you anticipate an overflow crowd, please contact the Town of Maynard Police Department so attendees are not ticketed.
- ❖ Gallery capacity is 150 people.
- ❖ ArtSpace is a drug free and smoke free environment.
- ❖ ArtSpace is in a residential neighborhood. Out of courtesy to our neighbors we ask that music end by 10:00 PM and the event be over by 10:30 PM.
- ❖ Alcohol may not be served.
- ❖ All users are required to present a certificate of insurance listing ArtSpace Maynard and the Town of Maynard as an additional insured that includes, but is not limited to, personal liability and property damage. If a group does not hold a certificate of insurance, then a liability form may be signed in its place. ArtSpace is a town-owned space.
- ❖ ArtSpace owns 40 chairs and three tables. Renters are welcome to use them.
- ❖ At the end of the event, all trash, cups, plates, and utensils must be removed from gallery, kitchen, and restrooms. There is a dumpster located in the back-parking lot.
- ❖ All users agree to defend, indemnify and hold harmless and any of assignee from and against possession, control, use, occupancy and/or maintenance of the 's facilities. ArtSpace reserves the right to cancel or stop functions at which unlawful or improper activities may or do occur.
- ❖ ArtSpace Maynard does not discriminate since race, color, national origin, sex, disability, religions, age, veteran status, genetic information, gender identity or sexual orientation.

ARTSPACE GALLERY EVENT APPLICATION FORM

Today's Date: _____

Organization/Group Name: _____

Are you a non-profit organization: _____ If yes, provide?

Contact Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Email Address: _____

Event Name: _____

Date(s) of Event: _____ Optional date (if first request is not available: _____

Event Start Time: _____ Event End Time: _____

Set up Time: _____ Break down Time: _____

Number of people expected to attend: _____

Will there be entertainment? _____ Type of entertainment: _____

Will food be served? _____ If so, specify: _____

Caterer Name/Contact Info: _____

Will tickets be sold? _____ Cost of tickets: \$ _____

Will there be an exchange of money? _____ For what purpose? _____

Please describe your equipment needs and/or set up needs: _____

Will there be any deliveries? _____ Name of Delivery Company: _____

Date/Time of Drop Off: _____ Date/Time of Pick Up: _____

Any additional comments/special needs: _____

Please note that this is an application and NOT an event confirmation. Please do not advertise your event until you have received written confirmation from Art Space.

A copy of the insurance rider for this event will need to be submitted upon acceptance of this application.

Submitted by:

Print Name: _____ Signature: _____

Print Name/Company/Organization: _____

Address: _____ Telephone: _____