

130 Eighth Street
San Francisco, California 94103



sfelectricworks.com
vox 415 626 5496 fax 415 626 2396

Electric Works Rental Agreement

Event Sponsor: _____

Event Coordinator: _____

Phone Number: _____

Email Address: _____

Date of Event: _____

Expected Attendance: _____

Time of Event: Start _____ End _____

Setup/Breakdown

- The Event Coordinator or an authorized representative must be on site throughout the entire event, beginning at time of delivery of supplies, until end of clean up.
- On the days that Electric Works is open, the Event Coordinator and any hired service staff may not begin setting up until 5:00 p.m.
- All rented items or delivered goods (alcohol, flowers, video equipment, etc.) must be signed for by the Event Coordinator or event planner/caterer. In the case that the Event Coordinator does not show at the time of arrival of supplies, all liability is in the hands of the Event Coordinator.

- Event Coordinator is responsible for unloading, setting up, and reloading all their goods at the end of the event.
- Event Coordinator is responsible for maintaining cleanliness in the kitchen and all public spaces of the gallery, including restrooms during and after the event. This includes the sinks, counter tops, trash, ovens, kitchen floor, and especially the sweeping of the main gallery floors, this includes mopping, if necessary. Electric Works property such as dishes, glasses, silverware, etc. are to be washed and returned to their original location. There is to be absolutely no food or bulk items emptied into the sinks as they clog easily. All rented items must be available for pick-up by the rental service by the end of clean up.
- All garbage must be removed from the premises at the end of the event. Electric Works dumpsters (one trash, one recycling) are available for a \$200 fee. All trash must be picked up by the end of event clean-up unless rental of the dumpsters has been paid for in advance.
- Event Coordinator is to provide all necessary goods such as trash bags, can openers, foil, pots, towels, dish detergent, knives, and other supplies necessary to carry out their duties. Electric Works will not provide any of the above items.
- A 52" plasma television is available for use at your event for a \$400 installation fee. Electric Works reserves the right to determine television placement based on the current exhibition in the gallery.
- 70 chairs are available for your event for a fee of \$2/chair. The chairs will be brought into the gallery area in stacks and left for arrangement by the Event Coordinator. At the end of the event, chairs must be stacked and left by the elevator.

House Rules and Policies

- The maximum capacity for all events held at Electric Works is 200.
- An Electric Works representative will remain on the premises throughout the event.
- Electric Works will not remove any significant element(s) of any exhibition to accommodate any event. Electric Works reserves the right to refuse to move any work(s) of art, or to conceal it by any means whatsoever. At no time will the Event Coordinator without prior permission move artwork or furniture. All installations or shows are to remain intact.
- There can be absolutely nothing hung, nailed, taped or otherwise adhered to the walls at Electric Works without the permission of gallery manager.
- All publicity concerning Electric Works must be approved through Electric Works by the owners Lang/Luzi/Lang.
- Electric Works assumes no responsibility for items left by the caterer, guests, or Event Coordinator. Event Coordinator is responsible for removing all articles brought in during the rental event.

- Permission to have dancing will depend upon the exhibition and must be approved prior to the event.
- All amplified sound, including bands and DJs, must be pre-approved by Electric Works planners, who reserves the right to monitor and change volume levels throughout the event.
- Smoking is not allowed inside the gallery or within 15 feet of entrance doorways.
- Electric Works reserves the right to prohibit any food or beverage items which might prove hazardous to the artwork. Red wine at any event incurs an additional \$200 security deposit.
- Under no circumstances are guests allowed in the workshop, photographic, office or basement areas of Electric Works. Curtains surrounding the photographic areas must remain closed at all times during the event. Caterers and service personnel have permission to enter the workshop to access the kitchen area, but food and beverage items may not be placed on workshop tables.

Damage

- In the event of any damages occurring to any artwork or to the physical condition of any and all public space within the Electric Works itself, the Event Coordinator will be held solely responsible and will be billed accordingly. This includes, but is not limited to scratches, nicks, breaks, or marks of any kind. A security deposit of \$500 will be due at the time of signing and will be returned to Event Coordinator after inspection of site.

Cancellation

- In the case of event cancellation, the following fees will be returned:

One month cancellation 100% refund of all fees
 Less than 30 days' notice: 75% refund of all fees
 Less than two weeks: 25% refund of all fees
 Less than one week: 0% refund of all fees

Fees

- The rental agreement is between Electric Works and the Event Coordinator, the Event Coordinator is solely responsible for any and all monies owed.

Fee structure:

Three hour rental
(five hours total, includes one hour set up and one hour cleanup)
5:00 set up
6:00-9:00 event
10:00 clean up finished
Fee: \$1800.00 **

Damage Deposit: \$500.00
Red Wine Deposit: \$200.00

Each additional hour of rental \$300.00, until midnight, after which each hour will be charged at \$500.00

Gallery Rental Total: \$ _____

Chair Rental Total: \$ _____ (\$2 / chair)

Television Rental Total: \$ _____ (\$400)
(52" flat screen)

Rental Total: \$ _____

Damage Deposit: \$ _____ (\$500)

Red Wine Deposit: \$ _____ (\$200)

Deposit Total: \$ _____

- Please make checks payable to Electric Works. Total deposit amount plus one half of rental fees are due at the time of signing. The remaining fees are due 24 hours before the start of the event. Deposit checks will be returned by mail upon inspection of the gallery.

**Discount rates are available for Non-Profit Organizations. Please contact Natalie Pavlovsky at 415-626-5496.

By signing this contract, the Event Coordinator agrees to adhere to the terms and rules set forth above.

Event Coordinator

Signature _____ Date _____

Electric Works Representative

Signature _____ Date _____