

RENTAL POLICIES FOR THE FINCH LANE GALLERY

AVAILABILITY

The Finch Lane Gallery is open to the public Monday through Friday from 8:00 a.m. to 5:00 p.m. as well for the monthly Salt Lake Gallery Stroll which is the third Friday of the month from 5:00 p.m. to 9:00 p.m. The gallery is not available for rent during these times.

As the space is primarily an exhibition space, there may be dates when the space is not available due to the nature of the exhibition or to installation and deinstallation.

CONFIRMATION

To reserve the Finch Lane Gallery, contact the Arts Council to determine availability. If dates are available, complete the rental application form and return along with payment for the full amount of the rental. The dates will not be confirmed until application and payment have been received. The Finch Lane Gallery is available on a first come, first served basis.

RENTAL RATES

Rental rates are for a six hour consecutive period of use.

Private / Commercial rate:	\$650
Nonprofit with 501(c)(3) designation:	\$400

In addition to the space rental fee, a security fee of \$30 per hour is charged for Arts Council staff to be present during rental use. The security fee will be charged for the full time the building is in use. An invoice for the security fee will be sent within thirty days after the event. Any damages incurred will be included on this final invoice.

CANCELLATION POLICY

A refund will be issued to renter if event is cancelled within three business days of the event. If event is cancelled after this time, a partial refund of 75% will be issued and 25% of rental rate will be retained by the Arts Council.

The Arts Council may cancel a rental at any time, for any reason. The renter will receive a full refund if the Arts Council cancels the rental.

DAMAGES

Renter is financially responsible for any damages incurred during the event. Renter will be charged for damaged property and clean-up costs should the building not be left in the same condition it was found prior to use by the renter.

Renter is responsible to see the facility is cleaned up after the event, including the removal of all trash from the facility created by the event.

EQUIPMENT

Events scheduled in conjunction with food service are permitted in the Finch Lane Gallery. A small kitchen is available for food service and catering with a standard size refrigerator, a small microwave oven, a sink, and counter space. No utensils, cups, plates, napkins, or serving trays are provided.

The Arts Council has 80 folding chairs, 6 banquet tables, 6 black tablecloths, and a podium available for use. The use of this equipment is included in the rental rate. Renter is responsible for any damages to borrowed equipment.

It is the responsibility of the renter to arrange for additional equipment. The Arts Council does not use any preferred vendors. Renter must be present when caterers or rental equipment are due for delivery or return of items. Arts Council staff must be notified of catering and rental equipment delivery not less than one week prior to the rental date. Supplies and equipment for event cannot be delivered prior to two days before the event and must be coordinated with Arts Council staff.

ALCOHOL POLICY

Groups that wish to serve alcohol must either use an outside caterer that has a liquor license or use a person who has obtained the necessary certification required to serve alcohol at private events and the accompanying insurance. This documentation must be brought to the event before alcohol can be served.

PARKING

There is a small parking lot just south of the Finch Lane Gallery and is available for the duration of the rental. There is a combination of two-hour and unlimited parking on the perimeter of Reservoir Park.

FLOWERS, CANDLES, AND DECORATIONS

The exhibitions, furniture, equipment, and landscaping may not be moved, rearranged or otherwise disturbed. Renter may install decorations only in rented areas. No tape or other fasteners may be placed on furniture or walls. No decorations may be hung from the ceiling or windows. Any banners must be hung under the direction of Arts Council staff. All proposed decorations must be reviewed and confirmed by Arts Council staff no later than one week prior to event.

Candles are only allowed if they fit in a 2" votive holder.

WIFI

There is no public wifi available at the Finch Lane Gallery. If renter needs wifi access, it must be arranged with Arts Council staff no later than one week prior to event.



FINCH LANE GALLERY RENTAL APPLICATION

PRIMARY CONTACT: _____

ORGANIZATION: _____

ADDRESS: _____

CITY: _____ ST: _____ ZIP: _____

PHONE: _____

EMAIL: _____

SECONDARY CONTACT: _____

PHONE: _____

EMAIL: _____

NAME OF EVENT/TYPE OF EVENT:

DATE(S) REQUESTED:

EVENT HOURS

SET UP/START TIME:

STRIKE/END TIME:

EXPECTED ATTENDANCE:

WILL FOOD BE SERVED?

WILL ALCOHOL BE SERVED?

YES

NO

YES

NO

Groups that wish to serve alcohol must either use an outsider caterer that has a liquor license or use a person who has obtained the necessary certification required to serve alcohol at private events and the accompanying insurance. Attach appropriate documentation to this application.

ARTS COUNCIL EQUIPMENT YOU WISH TO USE FOR YOUR EVENT:

BANQUET TABLE(S)	QTY (UP TO 6)
BLACK TABLECLOTHS	QTY (UP TO 12)
FOLDING CHAIRS	QTY (UP TO 80)
PODIUM	

WHAT ADDITIONAL DECORATIONS WILL USED DURING THE EVENT?

FLOWERS	CANDLES
ARTWORK	SIGNS / BANNERS
OTHER	

PLEASE DESCRIBE:

I HAVE CONFIRMED ALL DECORATIONS WITH ARTS COUNCIL STAFF.

YES NO

ADDITIONAL INFORMATION:

I HAVE READ THE RENTAL POLICIES AND AGREE TO COMPLY WITH ITS PROVISIONS.

YES NO

X _____
Signature

Date

FOR ARTS COUNCIL OFFICE USE ONLY

Approved by: _____

Rental fee received:

Final payment for security / damages (if applicable) received: