

I. Who May Use Galería de la Raza?

Galería de la Raza welcomes the public to use its main gallery in a variety of capacities for a wide spectrum of events. From holiday parties to community meetings, Galería has been used by individuals and groups who share a vision with us for social justice and community building through art, thought, and activism. Galería invites all interested parties who want to book events to read the below information about fees, restrictions, and additional details about using space at Galería. We reserve the right to refuse services to any individual or group. The following policy applies to any and all events that are classified as **rentals, collaborations, co-presenting opportunities, or sponsorships**. Individual or groups wishing to use space at Galería de la Raza are hereby known as **Users** in the Usage Policy document.

II. Galería Design + Facilities

Located in the heart of the Mission District, Galería offers an unique venue to host intimate events with a dose of visual accompaniment: the Main Gallery (1300 sq feet). Usage fees include:

- Chairs (40 total: 20 stationery, 20 folding)
- Folding tables (5 vinyl, folding)
- Small bar with accompanying ice tub and bar tools
- Projection screen (see *Section IV, "Fees & Important Dates"* on the next page for AV equipment details, including projector and audio equipment fees)
- Staff member on-site for consultation and building security

Food and beverage service are not included in usage fees. Please note that while Galería does not have an on-site kitchen or storage space for hospitality items, food and drink is allowed in the gallery contingent on proper clean-up and disposal of refuse.

III. Terms + Restrictions

- *Minimum Rental:* Use of the Galería is booked in one (1) hour increments with a minimum of two (2) hours per usage, particularly with rentals. When booking events, Users pay for all time in the gallery, which includes pre-event or post-event that may occur for load-in, clean-up, soundcheck, or hospitality preparation, as well as the time slated for the event length.
- *Alcohol Policy:* No alcoholic beverages may be sold in the Galería without approval of the Executive Director and completion of liability paperwork with the Community Relations Department. Drinks may not be consumed on the sidewalks or areas outside of Galería, and must be served to persons who are of legal age (21+).
- *Smoking:* No smoking is allowed indoors. Street smoking should be monitored for noise level out of respect for surrounding apartments.
- *Gambling:* No gambling, or other games of chance, is permitted on Galería grounds.
- *Noise Curfew:* Amplified noise (such as live music, DJs, and performances) must end at certain times with respect to the residential area around Galería. These are per San Francisco Police Code, Article 29 (Noise Control Ordinance):
 - Noise must cease at 10 p.m. Sun-Thurs, with the event ending no later than 11 p.m. (including clean-up, breakdown, and load-out of equipment).
 - Noise must cease at 10:30 p.m. Fri-Sat, with the event ending no later than 11:30 p.m. (including clean-up, breakdown, and load-out of equipment).
 - Any time extended after the end of the event will be paid out in staffing fees in closeout (see *Section IV, "Fees & Important Dates"* on the next page).
- *Exhibition Appearance:* Artwork that is currently on exhibition during events should not be touched, leaned on, or removed from walls. Scuffs or other marks on walls should be cleaned immediately post-event. User is responsible for purchasing all materials to return walls back to

original condition should they be damaged. User is also responsible to restore any or all walls to presentable conditions before the next operating day of Galería's operating hours schedule; if not, part of the Sser's security deposit will be used for such materials and labor needed to restore Galería to presentable conditions. Galería generally does not grant rentals wishing to use the Main Gallery as a visual arts exhibition space.

IV. Fees & Important Dates

- *Deposit, \$250:* A security and damage deposit of \$250 is required for events. Deposits are due a minimum of thirty (30) calendar days before the date of event. Galería cannot reserve the date requested until the deposit is paid. Deposits are fully refundable to Users contingent on the condition of the venue post-event. Upon completion of event, Galería staff will conduct an inspection of the premises and any equipment used. Deposit will be returned, less any damages incurred, within thirty (30) calendar days of the completion of the event.
- *Rental Fees, \$65-\$85/hour:* The full amount for the event is due the day of the event. Weekly and non-profit rates may be inquired, and are approved on a case-by-case basis.

	<u>Main Gallery rates</u>
Monday through Thursday:	\$65/hour
Friday through Sunday:	\$85/hour

- *Staffing Fees, \$20/hour:* A Galería staff member will be in-house to assist with any questions or concerns during the event, as well as be on-site to conduct a walk-through after the event and secure the closing of the building. This fee is mandatory and is in addition to usage fees listed above.
- *AV Equipment Rental, \$100/flat fee:* Use of Galería amps, mics, cables, adapters, power strips, extensions cords, and/or projector (in Main Gallery) is available. Equipment rental does not include a technician from Galería (see "AV Equipment Rental Info" on the following page for a list of our inventory).
- *Cleaning Fee, \$100:* A cleaning fee of \$100 may be charged if User fails to clean up accordingly after the event, and does not leave the space in the condition it was found.
- *Cancellation Policy:* User has the right to cancel no less than two weeks (14 calendar days) prior to the event to receive a full refund of the deposit. Any cancellations occurring after this deadline will result in a forfeiture of the full deposit amount.
- *Closeout Fees:* Any additional fees incurred that were not otherwise covered (such as but not limited to items such as overtime in staff fees, major damage, or missing furniture) will be taken out of the deposit and/or invoiced within seven (7) calendar days of the completion of the event, depending on the nature.
- Payment options available are via cash, credit card, or check. All checks are made to "Galería / Studio 24" if this is a preferred method of payment.

V. Liability

User will be financially responsible for any artwork, facilities, or additional damages occurring during the event. Galería de la Raza will not be responsible for any of the User's property or User's audience property that is lost, damaged or stolen during the hours of the event. In certain cases, the User and User's party may be advised to provide additional liability to cover possible injury to guests. If the sale of alcohol will occur on Galería premises at any point of the duration of the event, User agrees to complete a Liability of Insurance Addendum with a Galería staff member prior to the event. User shall observe any fire, safety, or health codes. User assumes any financial liabilities and/or fines pertaining to the carrying out of this event. User, event organizers and their agents agree to hold harmless Galería de la Raza, its officers, employees, or volunteers for losses, damages, or judgments and expenses due to fire or other peril, bodily injury, death or property damage arising from their performance and/or the realization of their event under this agreement.

From Galería de la Raza's Usage Policy 2013, page 2:

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Galería offers supplemental audio and visual equipment for all types of events, from business meetings with PowerPoint presentations to social mixers who boast a DJ on the turntables. Items below may be rented in a package or for individual use. Please inquire for more information about your needs to help make your event a success.

PA system details

Yamaha S115V speaker – *set of 2*
Yamaha EMX512SC mixer – *multiple input/output*
Microphones – *set of 4*
Stands – *set of 2 independent stands, 1 boom stand*

Visual equipment details

DVD player – *Philips 1080p with HDMI capability*
Projector – *InFocus IN24, model W240 with accompanying remote*
TV – *Dynex RC-701-0A (on special request only)*
Desktop or laptop computers – *not available at this time*

Connectivity capability

Internet – *High-speed wireless network available*

By signing a Galería Usage Contract, User will be financially responsible for any damages or accidents that may occur to equipment rented from and belonging to Galería de la Raza during the time of the event.