



TALL GRASS ARTS ASSOCIATION

367 ARTISTS WALK - PARK FOREST, IL 60466 – 708.748.3377 – www.tallgrassarts.org

Tall Grass Arts Association Rental Agreement

The Tall Grass Arts Association Gallery, located at 367 Artists Walk, is available for rental outside of its normal hours of operation, Tuesday through Saturday, 11:00 a.m. - 4:00 p.m. and when the Gallery is not in use for Tall Grass Arts Association-related events.

Cost of Rental:

Rental of the Gallery is \$100/hour, which includes the time needed for set-up and tear down. Tear down involves packing up leftovers and removing them, stacking tables and chairs, placing garbage in large, black bags and carrying bags to dumpster outside of building.

An additional \$50 cleaning fee is required with each rental.

Organizations must provide proof of insurance and name Tall Grass Arts Association as co-insured during the rental to protect against damage to the artwork. Individual renters shall provide Tall Grass with the imprint of a credit card on the evening of the event to serve as a deposit in the case that the host or his/her guests should damage any artwork on display. The credit card imprint shall be destroyed at the end of the evening upon final inspection of the artwork in the Gallery.

A 20% discount on the basic Gallery rental fee is available for non-profit organizations with documentation. The \$50 cleaning fee still applies.

A non-refundable 50% deposit is due at the time of the booking (i.e. submission of the rental agreement.) A check for 50% of the rental fee plus the cleaning fee must be received by Tall Grass one week in advance of the event or the rental agreement is automatically cancelled.

Conditions of Use:

Renters must be "sponsored" by a member of the Board of Directors of Tall Grass. The sponsor must be willing to open and close the Gallery and be in attendance during the function.

Renters may not move or remove artwork or exhibit structures without the approval of the Executive Director or President.

Rental of the Gallery includes use of two bathrooms, the sink and refrigerator in the kitchen as well as the tables and chairs owned by TGAA. All other supplies (additional tables and chairs, AV equipment, paper goods, trash bags, food and beverages, serving dishes, tablecloths, decorations, etc.) are the responsibility of the renter and must be delivered and removed within the limits of the rental period.

Proof of dram shop insurance must be submitted with the rental agreement if alcohol is to be served.

A copy of caterer liability must be submitted with the rental agreement if a caterer is to be used.

Fire code capacity is 125 for a sit-down meal and 175 for open receptions. However, due to variations in the space required for exhibits, the capacity may be limited to a lower number. The capacity for a specific event will need to be approved by the Executive Director or President.



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Indemnification and Hold Harmless:

For and in consideration of the use of the Tall Grass Art Gallery, 367 Artists Walk, Park Forest, Illinois operated by the Tall Grass Arts Association, the undersigned hereby indemnifies and holds harmless the Tall Grass Arts Association of Park Forest, Illinois, from any losses, property damage, judgments, expenses, personal injuries and all claims of any kind whatsoever, occurring during the time of usage by the undersigned of the Tall Grass Arts Association Gallery or resulting from the usage of the Gallery by the undersigned.

Contact Information:

Name of Organization: _____

Address: _____

Telephone: _____ Cell: _____ Email: _____

Designated Representative: _____

Office held within organization: _____

Rental Day/Date: _____

Rental Times: From _____ To _____

Signatures:

On behalf of renter

On behalf of TGAA

Date

Date



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FLOOR PLAN:

