

## Gallery Rental Conditions

1. Fees are payable in full at time of booking. Cancellation is one week prior less a \$5 administration charge.
2. Rooms must be left in “as found” condition. A charge of \$25 will be applied if the Gallery is left unclean after rental.
3. **The Gallery is only open when the Bright’s Grove library is open. You will not be able to get into the building earlier than the hours stated, and you must be cleaned up and ready to leave at the hours stated as the library staff will be locking the building. Please factor this in to your time.**
4. Equipment set up is responsibility of the user.
5. Please note the Gallery is stair access only.
6. The library staff will have the key to the Gallery. Please return the key once you have opened the Gallery door.
7. Upon leaving, please make sure everything is turned off. The door can be locked on the handle and then closed.
8. There are kitchen and bathroom facilities for your use in the Gallery.
9. If you are hosting a pop-up shop, please use only handmade items.
10. Failure to sign the Waiver and Release Form and the Gallery Rental Conditions form will result in cancellation.

Name: \_\_\_\_\_

I have read and understood the conditions listed above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_