



GALLERY RENTAL FORM FOR CAL MEMBERS, NOT-FOR-PROFITS AND ART RELATED EVENTS

PRINTED NAME: _____

PHONE NUMBER: _____

EMAIL ADDRESS: _____

DESCRIPTION OF EVENT:

REQUESTED RENTAL DATE: _____ **# OF ATTENDEES:** _____

PUBLIC OR PRIVATE EVENT: _____

I WILL NEED TO USE: ___ TABLES ___ TABLECLOTHS ___ CHAIRS ___ TV
___ PA SYSTEM ___ BAR TABLE

SIGNATURE OF LESSEE: _____

Lessee will be required to schedule a walk through with the Gallery Manager for information on opening and closing the gallery. Art, displays, furniture, etc. may not be removed or rearranged. Nothing may be attached to the walls. TV Monitor may only be used with prior permission. Gallery floors must be swept and mopped after the event.

A TAX-DEDUCTIBLE DONATION OF \$100 TO COVER UTILITIES AND OTHER COSTS IS REQUESTED.