



Kingston Gallery
 450 Harrison Avenue, No.43
 Boston, MA 02118
 617.423.4113

Kingston Gallery Rental Agreement Outside Events

Group/person: _____

Address: _____

Contact person: _____

Phone number: _____

Email address: _____

Event: _____

Date of rental: _____ Time of event: _____

Total hours: _____ (includes set-up and clean-up)

Fees:

Rental fee is \$150/hour. A 50% nonrefundable deposit is required to secure the date. A \$200 damage fee is refundable if no damage occurs. A \$65 cleaning fee is automatically added to the rental fee.

Rental Fee: _____ hours x \$150.00 = _____

Deposit: _____ Damage Fee: +\$200.00

Cleaning Fee: +\$65.00

Total Due: _____

50% Deposit: _____ Date Paid: _____

Delivery of tables, etc. Date: _____ Time (after 5:00): _____

Pick up of rental equipment: Immediately following event

Caterer: _____

Catering contact person: _____

Both parties agree to the following:

1. The gallery may be rented any time on Mondays or Tuesdays when the gallery is closed. On other days of the week, the gallery may be available after 5:00 pm. (Regular gallery hours are Wednesday-Sunday from 12:00-5:00 pm.)
2. Kingston Gallery does not have a kitchen. Total square feet approximately 1,800 s/f. There is one bathroom with access to water.
3. The event may not exceed 50 persons.
4. A licensed bartender is required if alcohol is being served. No red wine may be served, due to potential damage to artwork.
5. A member of Kingston Gallery may be present at the front desk. Event patrons may purchase work in the exhibition.
6. Gallery is to be left broom clean—all trash must be removed the night of the event.
7. Renter agrees to pay for the replacement of any damaged artwork at the retail price.
8. No smoking in or right outside the gallery.
9. All rental equipment must be removed from the gallery before business the next day.
10. Not included in the space available: office, storage area unless special arrangements have been made.
11. Parking (off of Albany Street) is available for a fee through GTI Properties.

Renting Organization Representative

Date

Kingston Gallery Representative

Date