

INDUSTRY GALLERY

CREATE an EXPERIENCE!

1358 Florida Avenue, NE, Washington DC 20002

RENTAL DAYS

Sunday-Wednesday

\$1,800 for 4 hour Event Block plus (2 hour load-in 1 hour load-out)

\$300 per extra hour

\$500 per extra hour after 12:00 MIDNIGHT

(8am -12 midnight- including time for set up and clean up)

Thursday- Saturday

\$3,500 for 4 hour Event Block plus (2 hour load-in 1 hour load-out)

\$600 per extra hour

\$800 per extra hour after 12:00 MIDNIGHT

(8am -12 midnight- including time for set up and clean up)

TERMS

Policy for events

1. Rental Deposit: A deposit of 25% of total amount is due upon signing the rental agreement; non-refundable in case of cancellation less than 30 days prior to event date. The balance is due 15 days before your event. Failure to provide payment at appointed times will void the contract. All prior payments will be considered non-refundable. Should severe weather or uncontrolled events such as a power failure or riots necessitate cancellation; an alternate date will be furnished for the same time at no additional expense.
2. Security Deposit: A \$1,000 (one thousand dollars) security deposit must be paid 10 days prior to the start of the event in addition to the rental fee. This deposit is completely refundable within 10 days of the event if no damage has occurred, nothing is missing and no abnormal or excessive cleaning of gallery space is required. Damage to art work in the gallery during set-up, the event or cleanup is the full responsibility of your organization at the 100% of the sale price. If damage exceeds the amount of the deposit, renter agrees to pay the additional amount.
3. Insurance: Renter must obtain a Certificate of Insurance naming Industry Gallery, Conner's Contemporary Gallery and Jonathan G. Willen & Associates as an additional insured for the day of the event. The Policy should provide liability coverage of no less than \$1,000,000.00. Email a copy of the policy to industryevents@jonathangwillen.com attn. Jonathan G. Willen 29 Grant Circle NW, Washington, DC 20011, prior to the event.

industryevents@jonathangwillen.com

202-248-7159

4. Event Staffing: The renter or designated representative must be on site throughout the event. Jonathan G. Willen & Associates will provide a staff member to assist with questions during set-up and the reception. The Gallery Staff member DOESN'T do set up or clean up, as this is the responsibility of the renter.
5. Publicity: Jonathan G. Willen & Associates must approve of all publicity concerning the gallery. Failure to comply will result in a \$100 fine. Licensee shall not, without Jonathan G. Willen's prior written consent install any interior or exterior signs, placards, banners or the like inside or on exterior sidewalk.
6. Clean space: Jonathan G. Willen & Associates will furnish a clean space. The Gallery will remove any significant element(s) of an exhibition to accommodate events. The cost of such removal will be billed directly to Client. At no time will artwork or furniture be moved without prior permission. All installations or shows are to remain intact unless otherwise noted in writing. There can be absolutely nothing hung, nailed, or taped to the walls without the permission of Jonathan G. Willen & Associates.
7. Damage: In the event of damage to any artwork or to the physical condition of any and all public places within Industry Gallery or the building itself caused by renter or guests, the renter will be held solely responsible and will be billed accordingly.
8. Not Permitted: Beer kegs and smoking. Amplified instruments must use reasonable volume. Management and staff may require musicians to lower volume or shut down if not able to comply.
9. Parking: The gallery does not provide parking. Street parking is available in the neighborhood and valet parking is required for events of 100 or more guests.
10. ADA: The gallery is not ADA/508 compliant. There is a very steep ramp in the back of building that may be used to bring a guest upstairs. The Renter takes sole responsibility for getting guest in and out of venue. Renter and guest will need to sign liability waiver.
11. Vendors: All 3rd party vendors are guest of the Client and of Industry Gallery. All vendors must be on approved vendor list.
All food, beverage and equipment for the reception will be subcontracted by your organization. Removal of rental equipment may be schedule with Jonathan G. Willen & Associates for the following day (a fee is associated for next day pickups)
A fine of \$100/day will be charged for delay in pick up.
12. Removal of Items: Renter is responsible for removing all articles brought in during the rental event. Industry Gallery and Jonathan G. Willen & Associates cannot assume responsibility for items left by guests or the renter.
13. Trash: All food waste and bottles must be removed from the building after the event. At the end of the evening, your organization will be responsible for cleaning and returning the gallery back to its original condition.
14. In the case of weddings: flower petals may be used outside the door, but not rice or bird seed.

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