

Independent Rental Agreement for The Founder's Gallery (TFG) for events/classes

Artists in Action (AiA), under the auspices of Elsinore Gallery, agrees to rent The Founders Gallery (TFG) (located at: 444 Ferry St SE, Salem, OR 97301) to:

Name: _____

For date(s): _____

Time(s): _____

The instructor/group/party (Instructor(s)) shall be responsible for all aspects and uses of the rented space during instructional hours.

The Instructor(s) shall:

Provide a description of the class including media, subject and maximum number of participants anticipated using the Class Request Form located on the AIA Website and shall be considered part of this Rental agreement.

- 1- Confirm with the AIA representative in charge of events and/or classes that the information provided on the Class Request Form is complete and acceptable.
- 2- Contact the AIA representative in charge of events and/or classes for a list of available supplies such as tables, chairs, floor protection and other fixtures upon signing the agreement.
- 3- Confirm with the AIA representative in charge of events and/or classes when the class will begin and end so they can turn off the lights, secure the premises and engage the security system.
4. Be responsible for setting up the class and maintaining control of the participants.
5. Clean and properly store all dishes, utensils, tables and chairs, etc. belonging to Elsinore Gallery and/or AIA used in the class/event.

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6. Utilize the bathroom at the back of the building (employee's bathroom) for art clean-up. The main bathroom must not be used for art clean-up. The Instructor(s) will be responsible for any damage that occurs during the class duration.

7. **Any Gallery displayed artwork damaged during class time will be the sole responsibility of the person doing the damage. The full amount of the price of the artwork will be reimbursed to the artist.**

8. Be responsible for ensuring the safety of the participants during classes. Instructor (s) is/are responsible for contacting appropriate first responders in case of accidents or other emergencies. AIA, nor the Elsinore Gallery may be held responsible for loss of property or personal injury resulting from this classroom activity.

***Note:** Basic first-aid supplies and additional toiletry items are available for attendees in the restroom. The Elsinore Gallery does not currently provide an AED device.*

AIA will collect payment for classes. Credit card processing fees will be deducted from the amounts to be paid to the Instructor(s).

Instructor and/or Authorized Signature:

Signed: _____ Dated _____

AIA Contact: Diane Forsberg 503-559-6828
Email: onewithall333@gmail.com

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CANCELLATION AND REFUND POLICY-

Classes in The Founders Gallery

Class sizes will have a recommended maximum of 16 participants with no more than 4 tables. A maximum of 20 participants may enroll in a lecture style class where only chairs are provided to the participants.

Each participant must provide pre-paid enrollment and registration at least two weeks prior to each session. If a participant withdraws more than one week before the first class, a refund will be given, less a processing fee equal to 20% of the class cost. NO REFUND will be given if the participant withdraws one week or less before the class begins.

If AIA cancels a class, a full refund will be given to the participant.