

AIACV Gallery Rental Application

Date(s) requested _____ Estimated attendance _____ Contact name _____

Company Name _____ Meeting Name _____

Billing address _____

Phone (____) _____ Email _____

Time of meeting/event, including setup and takedown: from _____ am / pm to _____ am / pm

Room Description and Rental Fees

The AIACV has nearly 1,000 square feet of space and can accommodate up to 100 attendees seated in rows seminar-style or up to 40 attendees classroom-style. Presently we have 50 chairs available. If an event requires more chairs they will have to be provided by the renter and setup and removed in a timely manner. The Gallery features a roll-up glass garage door that can be opened, weather permitting, to expand your event into our front parking lot, as well as a small kitchen. Rental of the AIACV Gallery includes use of our 5,000 lumen ceiling-mounted projector, speakers, a power screen, and a wireless hand-held or lavalier microphone. We also have a flat screen monitor and DVD player available.

Your event set-up and take-down time must be included within your selected rental period. Please choose one:

	Non Member	AIACV Member ID number _____
Half day (up to 4 hours)	<input type="checkbox"/> \$175	<input type="checkbox"/> \$125
Full day (up to 8 hours)	<input type="checkbox"/> \$250	<input type="checkbox"/> \$200
Evening (up to 4 hours after 4pm)	<input type="checkbox"/> \$150	<input type="checkbox"/> \$100
Day/evening (up to 12 hours a.m. and p.m.)	<input type="checkbox"/> \$300	<input type="checkbox"/> \$250

Policies

General The AIACV, its President, its Board of Directors, and affiliated organizations, have priority use of all AIACV meeting space. Therefore, if the AIACV has a need for the facility, your meeting or event may be rescheduled, although this rarely occurs. Every effort will be made to provide ample notice. If the AIACV cancels your event, your deposit will be returned, and you will receive priority consideration for rescheduling your event.

AIACV management reserves the right to refuse facility rental to anyone for any event. These events may include, but are not limited to, resale events, advertised events, alcohol-only events, events with inappropriate food/alcohol ratio, events beyond reasonable duration, and other events, at the AIACV's sole discretion. AIACV must approve in writing copy for circulars, fliers, invitations, and similar materials for events promoted to the public. AIACV also reserves the right to refuse admission to or eject from the premises any persons whose behavior is illegal, contrary to the safe operation of the premises, or otherwise objectionable. In exercising its rights, AIACV shall not be liable to you or any of your guests or invitees.

Deposits, Payment, and Billing A deposit of 50 percent of the total estimated costs is required with submittal of the rental application. The remaining balance must be paid in full prior to the beginning of your event.

Cancellations Reservations that are cancelled less than forty-eight hours prior to the event will forfeit the 50 percent deposit. Reservations that are cancelled less than twenty-four hours prior to the event will be billed for the full rental rate.

Deliveries and Shipments We will accept conference materials no earlier than three days before your event. Packages should be addressed to: AIACV, Attention: Gallery Rental, 1400 S Street, Suite 100, Sacramento, CA 95811.

Food & Beverage Alcoholic beverages may not be served on the premises without prior authorization. All catering of food and supplies is the sole responsibility of your organization. Coffee and water is not included in the rental fee. A water fountain is available in the hallway next to the restrooms.

Smoking is not permitted inside the building or within 20 feet of the building.

Liabilities The patron will be held liable for any and all damages to the facilities or equipment by their guest or independent contractors. The AIA Central Valley will not assume liability for any personal property, merchandise, or equipment left on the premises.

I have read the above information and agree, as a condition of and in partial consideration for use of the meeting facility, that my organization will be responsible for any damage to the facility, damage or loss of equipment. I release and hold harmless the AIA Central Valley from any and all claims for personal injury or property damage. I also understand the charges and agree to remit payment on receipt on invoice.

Authorized Renter Signature _____ Title _____ Date _____

AIA Central Valley Authorized Signature _____ Title _____ Date _____

A minimum 50% deposit must accompany the application. You may also pay the balance in full prior to the event if you wish.

Payment type: Check # _____ Visa MasterCard Total due: \$ _____ Paid \$ _____ Balance Due \$ _____

If paying by credit card please complete the following information: Name as it appears on card: _____

Credit Card Number Billing Zip Code _____ Expiration Date _____