

AIACV Gallery Rental Application

Date(s) requested _____ Estimated attendance _____

Client name _____

Name of meeting _____

Billing address _____

Contact name _____ Phone _____

Fax _____ Email _____

Time of meeting/event: from _____ to _____ Time needed for setup or takedown: _____

If applicable, please provide your AIA membership number: _____

Room Description and Rental Fees

The AIACV has nearly 1,000 square feet of space and can accommodate up to 80 attendees seated in rows seminar-style or up to 35 attendees classroom-style. The room contains 50 chairs and six tables, plus a large conference-style table available for use.

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 and/or lavalier microphone. We also have a flat screen monitor and DVD player available.

	Rental Rate	Non-Profit Rate
Half day (up to 4 hours)	\$175	\$125
Full day (up to 8 hours)	\$250	\$200
Evening (up to 4 hours after 4pm)	\$150	\$100
Day/evening (up to 12 hours a.m. and p.m.)	\$300	\$250

Policies

General

The AIACV has priority use of the meeting space. To confirm availability, please visit the on-line calendar located on the Chapter website prior to reserving: www.aiacv.org, then e-mail info@aiacv.org or call 916-444-3658 to place a hold.

AIACV management reserves the right to refuse facility rental for any reason. Please direct questions regarding policies and specific use requirements to Chapter staff.

Deposits, Payment, and Billing Payment in full is required with rental application. Checks payable to AIACV or, if you wish to pay via credit card, please contact the Chapter office.

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 are the sole responsibility of renters. Coffee is not included in the rental fee. Water/ice may be used via request.

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

Liabilities The renter will be held liable for any and all damages to the facilities or equipment. 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, including 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.

Renter Signature

Title

Date

AIA Central Valley Signature

Title

Date