

# AIACV Gallery Rental Application rev 12/16

Date(s) requested \_\_\_\_\_ Estimated attendance \_\_\_\_\_

Time of meeting/event: from \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm Time needed for: setup \_\_\_\_\_ or takedown: \_\_\_\_\_

The AIACV Gallery is open Monday – Thursday, 9am – 4pm. For events outside of open hours, a responsible member of the AIA in good standing must be present during the entirety of the event and must be approved by AIACV staff.

AIA member name \_\_\_\_\_ AIA membership number \_\_\_\_\_ AIACV Staff Approval \_\_\_\_\_

Client name \_\_\_\_\_ AIA Member # (if applicable) \_\_\_\_\_

Name of meeting \_\_\_\_\_

Billing address \_\_\_\_\_

Contact name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email \_\_\_\_\_

## 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.

### PLEASE CHECK RATE APPLICABLE

	Rental Rate	Non-Profit Rate
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"/> \$175	<input type="checkbox"/> \$125
Day/evening (up to 12 hours a.m. and p.m.)	<input type="checkbox"/> \$300	<input type="checkbox"/> \$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: <http://aiacv.org/events/>, then e-mail [info@aiacv.org](mailto:info@aiacv.org) or call 916-444-3658 to place a hold.

The AIACV gallery is open Monday – Thursday, 9am – 4pm. Any reservations made outside of this time must be approved by AIACV management.

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 50 percent of payment. 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, Company

\_\_\_\_\_  
Date

\_\_\_\_\_  
AIA Central Valley Signature

\_\_\_\_\_  
Title, AIACV

\_\_\_\_\_  
Date