

LEXINGTON ART LEAGUE

Thank you for choosing the Loudoun House as the venue for your special event. As its resident for many years, we know that the home is both inspiring and unique and will provide a distinctive space for you and your guests to enjoy. The Lexington Art League is proud to offer this opportunity to the community and as a no-profit, all rental fees help to support our organization, thus improving the vibrancy and quality of life within our community.

The Loudoun House gallery is a contemporary Art space so it should be expected that there will be art on premise during your event. We ask that you enjoy the artwork and treat it with care and respect. Being a gallery first and foremost, LAL will not move, sensor, or edit the artwork to accommodate your event and we will make no exception as doing so would affect the integrity of our gallery and the work of our organization.

Facility Rental costs:

-\$250 deposit to hold the date

(This will be returned after the house is cleaned by the renter after the event)

- \$200 per hour to rent the space for the event

(This includes both set up and clean up time)

Rental Agreement:

Date of the event:

Time of the event: _____ Start set up at: _____ End time:

Description of Event:

Expected Number of Guests: _____

Contact for the Event:

Name: _____

Email: _____

Phone: _____

Caterer:

*Please note that LAL will not be held responsible for any liability with Alcohol or Food services. The Caterer for the event must be licensed by the ABC if alcohol will be served. This is in no way flexible. No outside alcohol can or will be permitted on our premises, please plan accordingly. If this rule is broken your event will end immediately with no refund given.

We will have a staff person at the gallery during your event. This person will make sure to lock and unlock doors, and restock restroom supplies, answer questions and in general help you enjoy your event. As such, they are not your employee to direct or work the event, please make sure you have designated people to clean, set up, wrap up etc. The only thing our employee will do for you at the end of the event is lock up and turn out the lights.

The Gallery will be professionally cleaned before your event. It will need to be left in this condition after your event. Please be sure catering cleans up after themselves. We will allow you one hour after the event ends to clean the space. If the Gallery isn't cleaned to our satisfaction we will keep your \$250 security deposit.

(Signature)

(Printed Name)

(Date)

Please contact Victoria Benson with any questions or concerns.

Office: 859-254-7024

Cell: 859-707-0777

Email: vbenson@lexingtonartleague.org