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## **RENTAL POLICIES**

In order to meet strict security and insurance requirements, the following policies have been adapted by Portlock Galleries at SoNo for the use of the facility.

### **1. RENTAL RATES:**

- a. For all groups or individuals, a rental fee of \$25 per hour will be charged for the use of one room in Portlock Galleries or SoNo Studios during regular business hours. (Tuesday-Friday, 10 AM-5:00 PM, Saturday Noon-4 PM, Sunday Noon-4 PM)
- b. For receptions, gatherings, meetings, or other events after hours or those that require the closing of the building to the public, the rate of \$300 will apply for each event. All events must be over by 11 PM, including clean up.
- c. If the event continues past the agreed upon ending time, the lessee will be charged \$25 for every 15 minutes past that time.

### **2. PAYMENT:**

For receptions and meetings, a deposit of one-half the rental rate is required to reserve the date. This fee will be applied to the rental rate. The date shall not be held in reserve until the deposit is received. Applications for the rental of the building may be made up to one year in advance and no less than 30 days prior to the rental date. The balance of the rental is due and payable on the day of the event. All rental fees are subject to applicable sales tax.

### **3. CANCELLATION POLICY:**

If the lessee cancels the event more than 30 days before the scheduled date of the event, the deposit, less a \$25 processing fee, will be refunded.

If the lessee cancels less than 30 days before the scheduled date, none of the deposit shall be refunded.

The Gallery Coordinator of Portlock Galleries at SoNo reserves the right to cancel an event due to scheduling conflicts, inappropriate use of the building, or other cause. In this instance, the deposit shall be refunded to the lessee in full.

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#### 4. OTHER POLICIES AND RESTRICTIONS

- Portlock Galleries at SoNo and the City of Chesapeake cannot be held liable for any injuries sustained by the lessee, the lessee's guests, the lessee's caterer, or delivery people during delivery, set up, clean up, or the event itself. In addition, Portlock Galleries at SoNo and the City of Chesapeake cannot be held liable for the theft or destruction of any personal or rental property belonging to the lessee or any member of the lessee's party.
- The lessee hereby hold harmless and indemnifies the City of Chesapeake, its officers, agents, and employees, from and against any and all liability and claims for personal injury or property damage arising from the lessee's use of the facilities, including but not limited to reasonable attorney's fees and defense costs.
- The lessee shall be responsible for any damage sustained to the building, the art contained therein, or the premises, whether the damage is caused by the lessee, the lessee's guests, caterers, or delivery people, during the hours of the event or during delivery, set up, or clean up.
- Portlock Galleries at SoNo staff must be notified at least one week (7 days) in advance of any changes in hours.
- Smoking is prohibited in the building. Any use of candles must be cleared and approved in advance and must be in secure holders.
- The lessee is responsible for obtaining all applicable licenses and permits. All Federal, State and Local laws with regard to food and beverage purchases and consumption must be strictly adhered to.
- The lessee is responsible for following all federal, state and local laws with regard to fire safety and occupancy.
- Permission for photography must be arranged in advance due to considerations for the artists and their works.
- The use of nails, tape, decals, tacks, or brads on wall, pedestals, doors, windows, or furniture is prohibited.
- The lessee or responsible party must be on site from set up to clean up.
- All arrangements for caterers, musicians, florists, and any other services must be coordinated with Portlock Galleries at SoNo staff. **All catering must be provided by a professional catering service.**
- An onsite meeting at least one week prior to the event with the lessee, Event Coordinator, Caterer, and Portlock Galleries staff is required.

**The lessee is responsible for arranging set up before and clean up of the building after the event, including but not limited to placing and replacing tables and chairs, disposing trash in the dumpster, vacuuming or mopping floors, and removing or washing dishes and utensils. All clean up must be completed before leaving on the day of event.**