

# Friends of the Farris, Inc.

The Farris Theatre • 301 West Main,  
Richmond, Missouri 64085 816 776-6684

## Friends Gallery Building Use Application

Friends Gallery • 110 South Camden St.

Name of organization: \_\_\_\_\_

Contact name: \_\_\_\_\_ Phone: \_\_\_\_\_

What describes your organization: (Check all that apply)

- For Profit       Not-for-Profit       Individual       Business  
 School       Church       Service Organization       Production Group

Billing name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Brief explanation of gallery use:

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Requested usage date(s) and time(s): (Include set-up, show, and take down; attach list as needed.)

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## Calculation of Fees

### Building Use Fee – Arts Shows

- \_\_\_\_\_ Weekends @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_
- \_\_\_\_\_ Additional weekends @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_
- \_\_\_\_\_ Additional days @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_

### Building Use Fee – Parties and Meetings

- \_\_\_\_\_ Two (2) hours @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_
- \_\_\_\_\_ Additional weekends @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_
- \_\_\_\_\_ Additional days @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_

### Gallery Staff Fee\*\* – All Events

- \_\_\_\_\_ Hours @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_
- \_\_\_\_\_ Hours @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_
- \_\_\_\_\_ Hours @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_

**\*\*HOURLY RATE OF STAFF IS FOR SET-UP, TEAR DOWN, INSTALLATION OF SHOW OR OTHER SPECIAL NEEDS FOR ASSISTANCE AND NEEDS TO BE CONFIRMED AT CONTRACT SIGNING. YOU WILL NOT BE CHARGED PER HOUR DURING THE EVENT FOR OUR STAFF TO BE PRESENT UNLESS YOU REQUEST SPECIAL ASSISTANCE.**

- Custodial Fee \$ \_\_\_\_\_
- Other Fees/Damages \$ \_\_\_\_\_

Sub Total \$ \_\_\_\_\_

Less Security Deposit Paid on: \_\_\_\_\_ \$( \_\_\_\_\_ )

Add for final settlement charges \$ \_\_\_\_\_

Total Amount Due \$ \_\_\_\_\_

- Deposit enclosed       Full payment enclosed

*Friends of the Farris, Inc. will always issue a receipt and provide a copy of this information*

## **Friends of the Farris, Inc. Friends Gallery Use Policy**

The Friends of the Farris, Inc. is a member based, not-for-profit Corporation, with owns and operates the Farris Theatre, Friends Gallery, and the Hall for Arts Education. The purpose of the Friends Gallery is to exhibit quality works of arts by local and regional artists who create work in any medium for the enhancement of cultural growth for our community. Here are the policies and guidelines for renting the Friends Gallery:

In addition to the fee schedule, a \$50.00 cancellation fee will be charged if an event, art show, meeting or party is cancelled less than five (5) days before the event.

In addition to the fee schedule, a \$100.00 custodial fee will be charged to the renter if the gallery is not left in good condition-meaning that it shall be clean and there shall be no damages to the gallery.

A security deposit of one-half of the event fees or a minimum of \$50.00 shall be paid at the time the contract is signed.

All event set-up and tear down times will be coordinated with the Executive Director of the Friends of the Farris, Inc.

An event is considered confirmed once this contract is executed by the renter and counter-signed by the Executive Director of Friends of the Farris, Inc. and the security deposit is paid. Every renter must submit an application for his or her event. The application must describe and detail the event. If necessary a “walk through” of the event with the Executive Director of the Friends of the Farris, Inc. should be scheduled before a contract is signed.

The balance of the event fee will be due and payable before the event is installed (in the case of art), or before the event begins (in the case of a party or meeting). No event can begin without full payment of fees.

Written request for a change of date must be received at the Friends of the Farris, Inc. office at least two (2) weeks before an event and it will only be rescheduled if the gallery space is available.

Friends of the Farris, Inc., reserves the right at its sole discretion to cancel events due to unforeseen circumstances; however, in such an unlikely instance, the renter’s deposit will be refunded in full. Additionally, the renter’s failure to comply with any and all of the contractual agreements and rules of the gallery may result in the cancellation of the event with no fee reimbursement.

It is the responsibility of the renter to make arrangements for invitations, caterers, musicians, flowers, valet parking and all other preparations.

Alcoholic beverages may not be served or sold on the property without securing a temporary liquor license and obtaining approval from Friends of the Farris, Inc.

Smoking, open flames, unshielded candles, braziers and pyrotechnics of any kind are not allowed inside the gallery.

All props and decorations must be free-standing. Nothing may be affixed to the floors using nails, staples or tape. For safety purposes, electrical cords must be taped to the floor using low-tack tape.

If an event will include food or drinks the renter should schedule a meeting with the Executive Director to discuss all aspects of the event. A floor plan of the space will be provided to coordinate a specific layout of tables, chairs, podiums, pedestals. The floor plan must be approved by the Executive Director of Friends of the Farris, Inc. Actual set-up should then conform to the approved plan.

The renter must comply with all applicable state and local laws and ordinances regarding temporary liquor licensing, fire codes and special permit requirements.

All trash must be removed from the premises at the end of each evening of the event.

Gallery personnel must be present during all events to help safeguard guests, works of art and gallery property. Disruptive or otherwise irresponsible guests who endanger the art work will be escorted off the gallery premises at the discretion of gallery personnel. Gallery personnel will handle all sales of art work or any other merchandise sold.

Insurance of art work is not included in the gallery insurance policy, so the artist should obtain a policy to insure the works of art. Said policy must be presented to the Executive Director two weeks before an event.

Smoking is not allowed anywhere inside the Friends of the Farris, Inc. properties. This prohibition will be strictly enforced.

No advertising or promotional materials may be used referring to the Friends Gallery, 110 South Camden, Richmond, MO 64085 or any of the Friends of the Farris, Inc. logos, beyond stating the physical address without express written consent by the Friends of the Farris, Inc.

Friends of the Farris, Inc. reserve the right to enter the premises and book parties and meetings during an exhibit.

**Friends of the Farris, Inc. Friends Gallery  
Building Use Fee Schedule**

Board approved November 2016, Prices subject to change.

**ART SHOWS**

**Artist, group of artists or guild:     \$150.00                     FRI, SAT, SUN**

Fee includes the non-public use of gallery during the week of opening for installation of show.

Additional weekends:             \$50.00             Maximum of 3 additional allowed.

Gallery staff:                     \$15.00/HOUR\*\*

*10% Discount on the rental fee only if a member of Friends of the Farris, Inc.*

**Not for profit organizations:     \$100.00                     FRI, SAT, SUN**

Fee includes the use non-public of gallery during the week of opening for installation of show.

Additional weekends:             \$40.00             Maximum of 3 additional allowed.

Gallery staff:                     \$15.00/HOUR\*\*

**RCCAA:                             \$50.00                     FRI, SAT, SUN**

Fee includes the non-public use of gallery during the week of opening for installation of show.

Additional weekends:             \$25.00             Maximum of 3 additional allowed.

Gallery staff:                     \$15.00/HOUR\*\*

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**Gallery Commission for Sales of Art or Merchandise**

- 30% Commission of marked price will be payable to Friends of the Farris, Inc. Friends Gallery for all art or other merchandise sales, with a minimum of \$25.00 for the event.
- Juried art shows that have no sales are exempt from commission or minimum.
- Friends Gallery personnel handle all sales of art work or any other merchandise sold.

**PARTIES AND MEETINGS**

**Two (2) Hours:                     \$75.00             (Minimum rental is two (2) hours.)  
\$25.00 an hour after two (2) hour minimum**

Plans for serving food and/or drink must be approved by gallery staff.

Gallery staff:                     \$15.00/HOUR\*\*

*10% Discount on the hourly rate only if a member of Friends of the Farris, Inc.*

**\*\*HOURLY RATE OF STAFF IS FOR SET-UP OR, TEAR DOWN, OR IF GALLERY TABLES OR CHAIRS OR OTHER EQUIPMENT IS USED. YOU WILL NOT BE CHARGED PER HOUR DURING THE EVENT FOR OUR STAFF TO BE PRESENT UNLESS YOU REQUEST SPECIAL ASSISTANCE.**

**All Events**

**The general housekeeping is included in the building use fee, however, an additional custodial fee of \$100 will be charged if gallery is not left in good clean condition without any damages. The building must be opened and closed by an employee or volunteer of Friends of the Farris, Inc. Application for use must be received 10 days prior to gallery use. Friends Gallery is available on a first come, first served basis. Cancellations must be received five business days in advance to avoid \$50 cancellation fee.**

ACKNOWLEDGMENT:

I have read the Friends of the Farris, Inc. Friends Gallery Building Use Form, Calculation of Fees and Friends Gallery Use Policy relating to art shows and parties or meetings and I agree to follow all rules and regulations as set out in the above mentioned documents.

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I hereby agree to defend (with attorneys acceptable to the Friends of the Farris, Inc.), indemnify, protect and hold harmless the Friends of the Farris, Inc. and the Friends Gallery and its officers, agents, representatives and employees from and against any and all damage loss, claim, liability and expense including but not limited to actual attorney's fees and legal costs incurred directly or indirectly by reason of the use of occupancy of the Friends of the Farris, Inc. property, the act or omissions of me/us, our agents, employees, licensees or invitees or any claim, demands, damage suit or judgment brought by or on behalf of any person or persons for damage, loss, or expense due to, but not limited to bodily injury or property damage sustained by such person or persons which arise out of, are occasioned by, or are in any way attributable to me/us, our agents, employees, licensees or invitees or our use of the Friends of the Farris, Inc. properties.

In order to confirm your event, you must return this Acknowledgment signed along with the security deposit two weeks prior to the event. The balance of the rental fee is due before the event begins.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Organization: \_\_\_\_\_ Title: \_\_\_\_\_

Received for Friends of the Farris, Inc.:

By: \_\_\_\_\_ Date: \_\_\_\_\_

**DO NOT DETACH THIS PAGE FROM THE CONTRACT**