

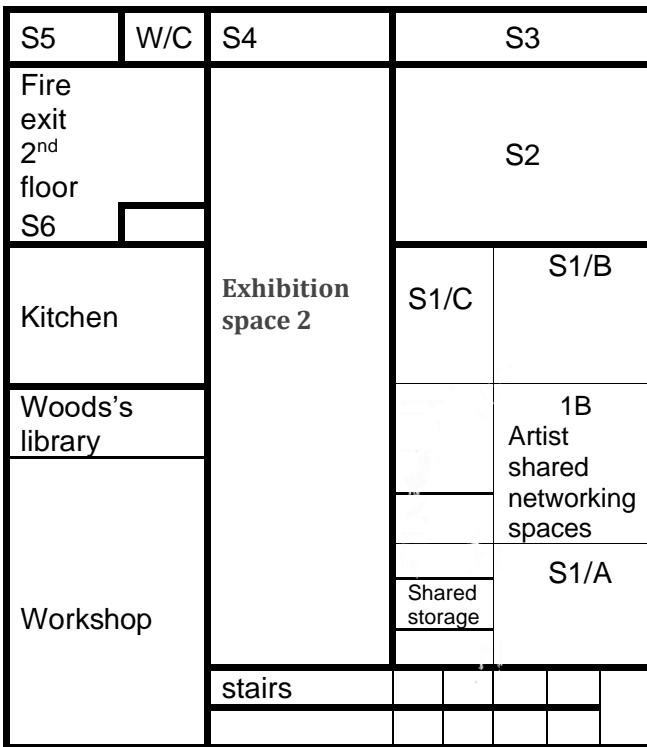


IS A COMMUNITY INTEREST COMPANY REGISTERED IN ENGLAND AND WALES NO.11372076 REGISTERED ADDRESS 83 NORMANBY ROAD, SOUTH BANK, TS6 6SA. www.saabatgallery.com

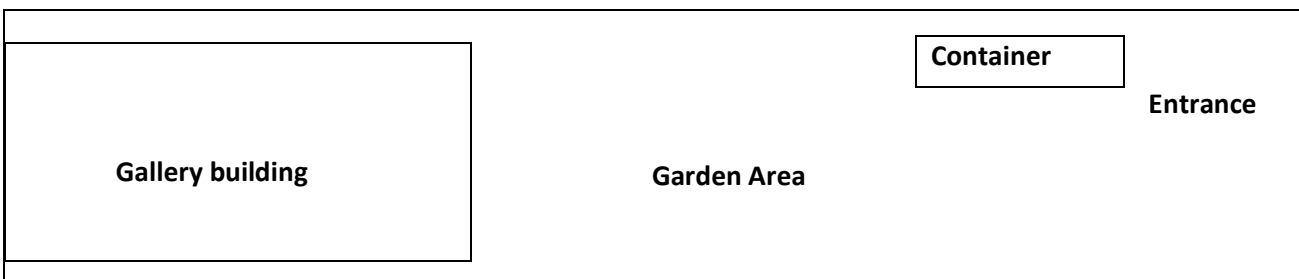
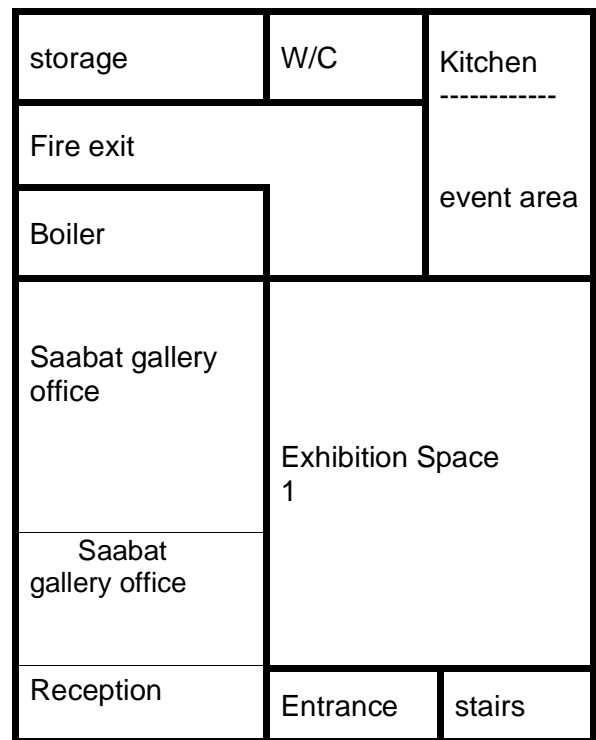
EVENT SPACE RENTAL AGREEMENT AND CONTRACT

Maps

1st floor



Ground floor



Price list

Description	One day	One week	One month
<p>Event area 1 on ground floor</p> <p>Size of the floor area 7 meters x7 meter</p> <p>Size/ 4 walls L 7 meter x H 3.40 meter</p> <p>In total we have 49 sq meters floor space</p> <p>In total we have 95 sq meters wall space</p>	£90	£350	£1200
<p>Workshop at first floor area</p> <p>Size of the floor area W 4.50 x L 7 meters.</p> <p>Size/ 2 walls L 7 meters x H 3.40 meters.</p> <p>Size/ 2 walls L 4.50meters x H 3.40 meters.</p> <p>In total we have 32 sq meters floor space .</p> <p>In total we have 78 sq meters wall space.</p>	£90	£350	£1200
<p>Garden area</p> <p>Size of the floor area L 34 meters x W 14.50 meters</p> <p>In total we have 493 square meters.</p>	£150	£500	£800

Notes:

- **The main entrance door for building is W130cm and H 210**
- **The garden entrance 5 meters wide**
- **The main entrance door for first floor is W80cm and H 1.98 cm**
- **There is no lift in building to first floor**

Agreement

Event date: _____ Set-Up Time: _____ Event Start Time: _____.

Event End Time: _____ wrap Time: _____.

Event name: _____

number of guests: _____.

Single Event or multiple days/nights:

_____ details (For the best event pre-planning and production please provide, on page two, a detailed plan and desired schedule for specific times and aspects of your event).

client(s)/corporation: _____

address: _____ city: _____ State: _____
postcode: _____

contact: _____ company: _____

Primary Phone: _____ Secondary Phone: _____

Email address: _____

NOTE: rental time is based on eight (8) hours, which is inclusive of load-in and load-out. additional time, if needed or requested, is subject to additional fees. it is understood that your event may be shorter than 8 hours.

- a signed contract and date-hold deposit in the amount of £250.00 (per each 8-hour rental period) must be received to reserve your date(s) and time(s).
- The balance of your space rental fee is due thirty (30) days prior to your event.
- miscellaneous costs, such as, catering, furniture, and equipment rentals are due ten (10) days prior to your event.
- a copy of your Special Event Liability insurance
- any additional costs that arise will be due within two (2) days of your event.

Payments should be made to Saabat Gallery. cash, check and major credit cards are accepted. a credit card authorization form is located on the last page of this contract.

no refunds of the space rental fees will be paid 25 days prior to an event, as your agreement to rent Saabat Gallery on this date may cause the loss of additional bookings or business. reserved food and beverage catering, along with rentals and/or purchases necessary to produce your event may not be refunded, or may not be refunded in full if costs have been incurred toward that obligation.

acknowledged, agreed and authorized by Primary contact/renter:

_____ date: _____ acknowledged and agreed

by Saabat Gallery: _____ date: _____

CONDITIONS AND RESPONSIBILITIES OF RENTER

Please read the material below to make sure all parties understand the requirements of providing for everyone’s safety and keeping Saabat Gallery a well maintained and safe location for future use.

DEPOSIT/RENTAL FEES

a signed contract and date-hold deposit in the amount of £250.00 (per each 8-hour rental period) must be received to reserve your date(s) and time(s). The balance of your space rental fee is due thirty (30) days prior to your event. miscellaneous costs, such as, catering, rentals, etc., are due ten (10) days prior to your event. any additional costs that arise will be due within two (2) days of your event. no terms are implied or granted and no work will be allowed to commence until full payment is received.

INSURANCE

Special Event Liability insurance is required of all renters and is due no later than ten (10) days prior to your event. The insurance must, at renter’s sole expense, provide and maintain public liability and personal property damage insurance, insuring Saabat Gallery employees, contractors and contracted vendors against all bodily injury, property damage, personal injury and other loss arising out of renter’s use and occupancy of the premises, or any other occupant on the premises, including appurtenances to the premises and sidewalks. The insurance required hereunder shall have a single limit liability of not less than £1 million, and general aggregate liability of not less than £2 million. Saabat Gallery shall be named as an additional insured of said policy.

No alcohol is to be allowed to serve in your event at Saabat Gallery.

any caterers and/or outside vendors, companies, and/or institutions must provide a copy of their certificate of insurance and catering License to Saabat Gallery, naming the Saabat Gallery as stated, and will be delivered at least one month prior to the event.

LIABILITY

renter agrees to indemnify, defend, and hold Saabat Gallery, its landlord, building owners, officers, employees, and agents harmless of and from any liabilities, costs, penalties, or expenses arising out of and/or resulting from the rental and use of the premises, including but not limited to, the personal guarantee of provision, service, and dispensing of payment by renter, its employees, and agents of alcoholic beverages at Saabat Gallery.

in the event Saabat Gallery, its landlord, building owners, officers, employees and/or agents, are required to file any action in court in order to enforce any provisions of this agreement, renter agrees to pay Saabat Gallery its officers, landlord, building owners, employees and/or agents, all reasonable attorney fees, court fees, and costs of suit incurred by Saabat Gallery, including all collection expenses and interest due.

CAPACITY

- Workshop room —8 table, 25 to 30 seats in room
- Service room in kitchen area —8 table, in room, each table x4 person 32 seats
- Main room 50 to 60 lecture style, 20 standing reception
- Outdoor garden space 80 tables 320 seats, 200 standing reception (big cinematic wall 10 metres wide by 10 metres height and 4 x 3 metre wooden stage)

SITE DECORATION

Saabat Gallery will allow renter to prepare decorations reflecting their creative requirements. we ask that only the staff of Saabat Gallery rearrange and move any furnishings, including, but not limited to, artwork, lamps, antiques or seating. no nails, screws, staples or penetrating items are to be used on our walls or floors. no glitter or foil (non-paper) confetti is allowed on site. Only low tack tape is allowed on our floors and wall. any damage will be charged after your event.

CONDUCT

There is absolutely no drug use or smoking of any kind tolerated on premises or within 25 feet of the building including loitering or congregating outside on the sidewalk at any time during the event. disparaging remarks or any type of physical violence will not be tolerated and will be cause for immediate expulsion. renter and guests shall use the premises in a considerate manner at all times. during underage events, such as school dances, we prefer that underage individuals do not have in and out privileges. conduct deemed disorderly at the sole discretion of Saabat Gallery staff shall be grounds for immediate expulsion from the premises and conclusion of the rental period. in such cases no refund of the event costs shall be made.

LIVE MUSIC/DJs/NOISE

Saabat Gallery encourages music and lots of dancing! However, please be aware that the premises are located near residential units and therefore neighborhood noise regulations do apply. in the event that renter's event creates a disturbance due to high noise volume, Saabat Gallery's onsite manager has full authority to ask the renter, DJ or live music presenter to turn the entertainment down and/or off. if repeated disturbances are created, at Saabat Gallery discretion, renter may be expelled from the premises or the offending noise will be ended. in the event of disturbances to the point of expulsion, no portion of the event costs will be refunded to renter.

Loud music must end by 10 p.m. during weeknights (Monday to Thursday) and by midnight on weekends (Friday and Saturday). additional time can easily be added provided the volume is modest and it cannot be heard beyond the boundaries of the property or by immediate neighbors.

Note:

[Environmental Noise \(England\) Regulations 2006](#)

1. no person shall produce or allow to be produced by any machine, or device, music or entertainment or any combination of same, on residential property over which the person has ownership or control, a noise level more than five dBa above the ambient at any point outside of the property plane.
2. no person shall produce or allow to be produced by any machine, or device, music or entertainment or any combination of same, on multi-unit residential property over which the person has ownership or control, a noise

level more than five dBa above the local ambient three feet from any wall, floor, or ceiling inside any dwelling unit on the same property, when the windows and doors of the dwelling unit are closed, except within the dwelling unit in which the noise source or sources may be located.

CANCELLATION

Date-Hold deposit is non-refundable

From 25 days prior to event: no Space rental Payments) will be refunded.

Contact/Renter Initials: _____ Date: _____.

LOAD-IN/LOAD-OUT AND STORAGE

all load-ins and load-outs must take place within the designated timeframe given by Saabat Gallery. if there is an event prior to yours a timed delivery will be required. Saabat Gallery is not responsible for checking in or handling any items brought into the venue by rental companies. all external items must be checked in and signed for by the client or client's representative. all excess material (such as bubble wrap, boxes, hangers, plastic, etc.) created by deliveries must be removed and disposed of by rental company, client, or client's representative.

Limited storage is available upon request. Storage fees will be applied to any items left overnight or beyond normal load-in/load-out times. This also applies to items left post event for shipment out via courier. note: it is not the responsibility of Saabat Gallery to ensure that pick-ups are scheduled and executed.

CLEANING, TRASH AND EQUIPMENT REMOVAL

Saabat Gallery will be in a clean condition prior to your event. within two (2) hours following the event, you are required to return the space to the same clean condition in which it was found.

Saabat Gallery encourage those renting space to consider green, sustainable, fair trade, ecologically sound cleaning and zero waste solutions. Saabat Gallery proudly commits to as close to zero waste events as possible. all trash, including sorted recyclables and properly sorted compostables, must be collected, properly bagged and removed by the renter or the caterer.

all rental equipment must be removed immediately following your event. Our freight elevator on moss Street is available for use.

CITY, COUNTY, STATE AND FEDERAL LAWS

Renter agrees to comply with all applicable city, county, State, government's laws and shall conduct no illegal act on the premises. This is a drug free and non-smoking facility at all times, no exceptions. renter shall not sell alcohol on premises at any time. renter may not serve alcohol to minors on the premises at any time. renter agrees, for everyone's safety, to ensure alcoholic beverages are consumed in a responsible manner. Saabat Gallery reserves the right, in its exclusive discretion, to expel anyone who in its judgment is intoxicated or under the influence of alcohol or drugs, or who shall in any manner do or participate in any act jeopardizing the rights, use permit, or insurability of Saabat Gallery or the safety of its staff, guests, or building contents.

ENTRY AND EXIT

renter agrees that Saabat Gallery staff may enter and exit premises during the course of the event. a representative of Saabat Gallery will be on site during your entire event and will be checking periodically with the responsible parties to

insure everything is running smoothly. we will also be checking the bathroom, the overall premises, replenishing hand towels and toilet paper, and will be available for questions or to respond to needs or issues that may arise at any time.

LOST AND FOUND

Saabat Gallery take no responsibility for personal effects and possessions left on premises during or after any event. we do, however, maintain a lost and found and will hold recovered items up to 30 days. Every attempt will be made to return any recovered item to its rightful owner.

PROMOTIONS AND COPYRIGHT

It is important to us that you have a fantastic and successful event. Should Saabat Gallery be engaged in the promotion or co-production of your event, it is imperative that we see and approve all marketing messages and communications. Saabat Gallery is our name, please do not shorten it to "SG".

we are happy to provide professionally created images of our space for promotional materials.

we hope you will refer others here and are happy to answer any questions you might have about the types of events we do. we are also happy to personally welcome your guests and speak to them about the historic nature of the building, or its contents.

a representative of Saabat Gallery and/or promotional materials and signage will be present at all events, and any questions about the space, its contents or about our upcoming events and the charities we support can be directed to that representative.

Contact/Renter Initials: _____ **Date:** _____.

Saabat Gallery requires a credit card to be on file during the entirety of your event. Please complete and sign this form to authorize Saabat Gallery to make a debit(s) to your credit card listed

below. Once complete, please email to **info@saabatgallery.com**.

By signing this form you give Saabat Gallery permission to debit your account as indicated below.

This permission does not provide authorization for any unrelated debits or credits to your account.

PLEASE COMPLETE THE INFORMATION BELOW:

I _____ authorize Saabat Gallery to immediately charge my credit account a date-hold deposit. if the duration of my event is more than one 8-hour rental period, a £250.00 deposit will be charged for each 8-hour rental period. note: date-hold deposits are non-refundable. This payment is for my event on

Please note that the space rental fees balance will also be charged to this card thirty (30) days prior to your event. catering, equipment, furniture, and miscellaneous costs will be charged ten (10) days prior to your event. any additional costs that arise after that date will be charged within two (2) days of your event.

if you would like to use an alternative payment method (check, additional credit card, cash) for the space rental fees balance, bar costs, catering, equipment, furniture, and/or miscellaneous costs, please check here .

Please note that if you choose to use an alternative form of payment, payment timeframe remains the same. if the alternative method of payment has not been received by the due date the original credit card will be charged.

Billing Address _____

Billing Phone _____

City, State, Postcode _____

Email _____

Account Type: Visa MasterCard

Cardholder Name _____

Account Number _____

Expiration Date _____ (dd/YY) CVV2 Number _____ (3 digit number on back of Visa/mastercard)

SIGNATURE _____ DATE _____.

I authorize Saabat Gallery to charge the credit card indicated in this authorization form according to the terms outlined above. This payment authorization is for the event described above. I certify that I am an authorized user of this credit card and that I will not dispute the payment with my credit card company; so long as the transaction corresponds to the terms indicated in this form.