



RENTAL RATES

During Business Hours: Tuesday - Sunday, 11:30 AM - 5 PM

	1/2 Day (Up to 3 1/2 hours)	Full Day (3 1/2 - 8 hours)
Conference Room	\$100	\$175
Learning Center	\$150	\$260

After 5 PM: Weekdays and Holidays

	1/2 Day (Up to 3 1/2 hours)	Full Day (3 1/2 - 8 hours)
Conference Room	\$110	\$185
Learning Center	\$160	\$300
Community Gallery	\$270	\$495
Community Gallery & Courtyard	\$500	\$900
Main Gallery	\$435	\$850
Main Gallery & Comm. Gallery	\$675	\$1,200
Courtyard	\$250	\$450
Kitchen	\$70	\$125
Staffing after 5 PM or before 11:30 AM	\$25 / Hour	

\$50 fee per half hour over scheduled rental session

*Prices as of July 1, 2019

Rental Policies

1. There are some restrictions on the types of functions that can be held at the Pence Gallery. Interested renters must call the Pence Gallery to inquire about function type and room availability prior to completing a contract. Please call Katharine Schultz at 530-758-3370 to discuss the specifics of your event.
2. A room is not considered secured until a signed contract has been received by the Pence Gallery along with a credit card number for a security deposit of \$250. This will be used if damage and excessive cleaning is necessary.
3. Cancellations received less than seven days in advance of the function will be charged 90% of the rental fee.
4. No refund will be given for cancellations within three days of the function.
5. Rooms are available on a first-come, first-serve basis.
6. Renter must present proof of liability coverage with the Pence Gallery named as co-insured and sign a statement holding the Pence innocent of all liabilities that might arise.
7. No event can continue beyond 10 p.m. unless arranged in advance.
8. Only light room clean up after events is included in rental fee. If extraordinary clean up is required, the renter will be charged the \$250 damage/cleaning deposit.
9. All renters will be financially responsible for any damages to the Pence Gallery.
10. Noise levels within the Pence must be consistent with applicable City ordinances (not to exceed 45 decibels in any event).
11. All decorative material shall be fire retardant and subject to inspection by the Fire Department.
12. Applicant shall be responsible for determining and obtaining all necessary licenses and permits required for the event. When alcoholic beverages are being served, the Pence Gallery reserves the right to require the user to have security guards present. A permit from the City of Davis Police Department is required if alcoholic beverages are being sold.
13. No animals except service dogs are allowed in the Pence Gallery.
14. The Pence Gallery is a smoke free environment.
15. Equipment, art and or fixtures in the Pence Gallery may not be removed or altered under any circumstance. Use of tape, tacks, nails, etc. should be discussed in advance with Pence Gallery staff.

16. The Pence Gallery reserves the right to refuse service.
17. Photography is allowed without advance approval of the Pence Gallery, unless it is for commercial purposes, then prior approval is necessary.
18. Renter and renter's caterer is responsible for all set up and breakdown in the Gallery for proper handling and storage of all equipment items. Set up in the Gallery will not begin until the Gallery is closed to visitors. Gallery staff is not available to load and unload materials.
19. All property of the Renter must be removed from the premises within 24 hours from the end of the event.

Cancellation of the rental agreement by the Pence Gallery will occur if:

1. The application is found to contain false or misleading information.
2. Failure to make rental payment or deliver permits within minimum times provided.
3. If Applicant defaults on or has not completed all conditions and requirements for use of the Pence Gallery.
4. Circumstances arising from natural disasters, power outage or other unusual situations.
5. The Pence Gallery shall not be liable to applicant for damages in excess of rent agreed to for any cancellation or breach by the Pence Gallery for any reason.
6. Applicant shall carry his/her own liability insurance. The Pence Gallery is not responsible for damage or claims for personal injury or death, or claims for damage or loss of property incurred in the facility.
7. The individual signing the application and the individual signing the rental agreement personally guarantees the obligations of the organization or group using the Pence Gallery.
8. Applicant is certifying, on behalf of the organization apply to rent the Pence Gallery that the organization will not discriminate on the basis of race, national origin, religion, sex, age, handicap, or sexual orientation with respect to the attendance of the function to be held in the Pence Gallery in accordance with the City of Davis Resolution No. 5259 and Ordinance No. 1359.

Application for use of the Pence Gallery and Rental Agreement

Application date: _____

Applicant's name: _____

Applicant's Organization name: _____

Applicant's address: _____

Phone: _____

Email: _____

Additional contact person: _____

Refund check payable to: _____

Address Refund check mailed to: _____

Applicant is ____ Pence member / ____ non Pence member

Event date: _____

Event times: Start _____ am/pm End _____ am/pm

Event description:

Event attendance: _____ (total capacity is 139 inside)

Event open to the public? ____ Yes ____ No

Admission charged? ____ Yes ____ No

Fundraising activity? ____ Yes ____ No

Use of kitchen? ____ Yes ____ No

Food or refreshments? ____ Yes ____ No

Food served by caterer? ____ Yes ____ No

Alcoholic Beverages served? ___ Yes ___ No

Alcoholic Beverages sold? ___ Yes ___ No

Band, DJ or amplified sound? ___ Yes ___ No

Security guards? ___ Yes ___ No

Room(s) reserved: _____

Estimated rental total: _____

Rent deposit: _____ Security deposit: _____

The hours indicated on the application are the applicant's arrival and departure time. The applicant must include all setup/decoration/cleanup time on the application. Unexpended time is not refundable. The Pence Gallery must be promptly vacated at the time specified in the application. Applicant will be liable for payment for the extra time at the rate set forth in the Pence Gallery Rental Agreement. All time is rounded up to the nearest full hour.

The applicant should have inspected the Pence Gallery in order to know the capabilities and limitations of the Gallery and building before submitting an application. Without limitation, applicant is solely responsible for determining if the electrical capacity, access, restrooms and kitchen of the Pence Gallery are sufficient for the applicant's needs. Nothing may be stored or left at the Pence Gallery prior or following an event.

Applicant's name

Applicant's Signature

/ /

Date