



## 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

## **PENCE GALLERY RENTAL POLICIES**

### **Event Services**

1. Renters should be mindful of the Pence Gallery's art and exhibits when planning an event. Rooms are available on a first-come, first-served basis only, and there are some restrictions on the types of functions that can be held at the Pence Gallery. Please call staff member Katharine Schultz at 530-758-3370 to discuss restrictions and room availability.
2. The Pence Gallery can serve as an event venue space, but we do not provide any event planning or catering services. The renter is solely responsible for hiring an event planner or caterer and for coordinating any event details.
3. The Pence staff will show renters the gallery space, help fill out a rental agreement, establish rental costs, and assess the general needs and layout for each rental. They will also help setup any tables and chairs from the Pence, which are included as part of the rental cost. Please note, however, that Pence staff are not responsible for any event coordination, including but not limited to hiring or meeting with event planners, caterers, or florists, loading and unloading materials, setting up audio visual equipment, or arranging any decorations or non-Pence furniture.
4. The Pence Gallery reserves the right to refuse service.

### **Cancellation and Refund Policy & Additional Fees**

1. To secure a rental, renters must sign a completed contract and provide a credit card number to be kept on file, for a security deposit of \$400. This credit card will only be charged in the event of damage or excessive cleaning.
2. Only light room cleanup after events is included in rental fee. If extraordinary cleanup is required, the renter will be charged the \$400 cleaning deposit.
3. Cancellations received less than 7 days in advance of the function will be charged 50% of the rental fee. In the case of cancellation, the \$400 damage/cleaning deposit shall be returned.
4. No refund will be given for cancellations within 3 days of the function.

### **Renter's Responsibilities**

1. Renters must submit their payment in full, either by credit card or check, at least 7 days prior to the start of their event.

2. Renters are financially responsible for any damages to the Pence Gallery, including the facility, property belonging to the Pence Gallery, and artwork displayed within the gallery at the time of the event. It is recommended that renters purchase event insurance and present proof of liability coverage with the Pence Gallery named as co-insured. Event insurance helps protect against property damage and reduces liability if someone gets injured during an event. The Pence Gallery is not responsible for property damage or claims of personal injury or loss of property incurred in the facility.
3. Renters are solely responsible for determining and obtaining all necessary licenses and permits required for an event. When alcoholic beverages are being served, the Pence Gallery reserves the right to require the user to have security guards present. Please note that a permit from the Davis Police Department is required if alcoholic beverages are being served.
4. Renters do not have the authority to remove or alter any art, equipment, furniture, or fixtures at the Pence Gallery and are not allowed to hang any artwork or personal items on the gallery walls. Only Pence staff have the authority to move the gallery's artwork, equipment, or furniture.
5. Renters are responsible for knowing the capabilities and limitations of the Pence Gallery before signing a rental agreement, including determining if the electrical access, restrooms, and kitchen are sufficient for the renter's needs.
6. Noise levels within the Pence must be consistent with applicable City ordinances (not to exceed 45 decibels in any event).
7. The Pence Gallery, including the outside courtyard area, is a smoke free environment.
8. All decorative material must be fire resistant and is subject to inspection by the Fire Department.
9. No animals, except for service animals, are allowed inside the Pence Gallery.
10. No event can continue beyond 10 pm unless arranged in advance.
11. Photography is not allowed without advance approval of the Pence Gallery.
12. Nothing may be stored or left at the Pence Gallery prior to or following an event.
13. Applicant is certifying, on behalf of the organization applying 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.

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

As of October 2022

1. The application is found to contain false or misleading information.
2. The renter fails to make a payment or deliver permits by provided deadlines.
3. If applicant defaults on or has not completed all conditions and requirements for use of the Pence Gallery.
4. Circumstances arise from natural disasters, power outage or other unusual situations.