



Contract for use of Gallery 200 and Gallery 200/STUDIO

Gallery 200 and Gallery 200 Studio are available for art related use such as teaching classes, holding workshops, and sponsoring musical events. Anyone proposing to use Gallery 200 or Gallery 200 Lower Level shall request approval through www.gallery200.org Gallery 200 page. Additionally, anyone interested in using Gallery 200 shall sign this contract agreeing to the terms listed in this document.

Fees

User Status	Income from Event	Community Benefit / Open to Public	Usage Fee		Subject to Gallery Board Review
			Base Fee	% of income from event	
Member	No	Yes	none	n/a	No
Member	Yes	Yes	none	10%	No
Non-Member	No	Yes	none	n/a	Yes
Non-Member	Yes	Yes	\$10/3 hrs	15%	Yes
Private Space Rental	Yes/No	No	\$20/3 hrs	15%	Yes
Storage Closet Space Rental	n/a	n/a	\$20/month	n/a	Yes

Use Requirements

Any garbage generated as part of the activity shall be removed from the building. There are dumpsters located on Turner Court where any garbage can be dumped.

Any spills, paint spatter or other mess shall be cleaned up.

The slop sink in the basement storage area shall be used to clean all art material including brushes, trays, etc.

Tables, chairs and other furniture shall be returned to its original placement prior to leaving.

All participants in a class shall sign a participant waiver.

Instructors who conduct classes may store associated materials in the storage area. All items should be labeled and put in one area.

Nothing may be placed against the stone walls. They are fragile and seep water. We do not want the walls or property damaged.

Alcohol may only be served at receptions or special events but shall be limited to beer and wine. If alcohol is served there shall be a designated server and there shall be no charge for the alcohol. The host of the event is liable for any injuries, lawsuits or other issues arising from the event and shall holds his/her own insurance.

Emergency information and a first aid kit are located near the sink and microwave.

Hold Harmless Waiver

To the fullest extent permitted by law, the undersigned hereby agrees to defend, indemnify and hold harmless the City of West Chicago, its officials, agents and employees, against all injuries, deaths, loss, damages, claims, suits, liabilities, judgment, cost and expense (including attorneys fees), which may anyway accrue against the City of West Chicago, its officials, agents and employees, arising in consequence of conducting a class, workshop, demonstration, activity or event, or which may in anyway result therefore, except that arising out of the sole legal cause of the City of West Chicago, its agents or employees. The undersigned shall, at its own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefore or incurred in connections therewith, and If any judgment shall be rendered against the City of West Chicago, its officials, agents and employees, in any such action, the undersigned at its own expense, will satisfy and discharge the same.

The invalidity or unenforceability of any of the provisions hereof shall not affect the validity or enforceability of the remainder of this Agreement.

The undersigned represents it has the full authority to execute this waiver and hold harmless agreement on behalf of_____. Agreed this _____ day of _____.

Signature of Authorized Person

Contract Signature

I agree to the terms and conditions set forth above. If I fail to comply with the terms and conditions I understand that I will be prohibited from using the space in the future.

Signature of Authorized Person

Return to:
Gallery 200, 200 Main Street, West Chicago, IL 60185