



Essex Studios Artist Guild General Purpose Room Rental Rates

ESAG Member Rates	Non Member Rates
\$20.00 per hour	\$35.00 per hour
\$50.00 for 3 hours	\$90.00 for 3 hours
\$75.00 for 8 hours	\$150 for 9+ hours (Entire Day)
\$100.00 for 9+ hours (entire Day)	Call 513-244-3376 For weekly and monthly rates.
\$250 for 1 week (7 consecutive days)	\$ 10.00 an hour event sitter fee**
\$500 for 3 weeks (21 consecutive days)	**event sitters are required for the entire rental period for all Non Member events with more than 50 guests.
\$700 for 1 month	

Room Description:

The ESAG General Purpose Room is primarily used for special ESAG community & educational outreach programs, and for hosting special guests during our Art Walk events. ESAG Members can rent this large area for conducting classes, special exhibits/receptions, practice, small concerts and more. This space is also available to other outside organizations, groups, and individuals.

The room is centrally located on the first floor, near the main entrance (next to the American Sign Museum), restrooms, vending machines, chairs and folding tables are available for use in this room upon request.

Essex Studios is a wonderful unique, creative and artistic environment for your next event! Contact ESAG today to learn more about our General Purpose room rates and availability.

Features:

Room is approximately 1650 sq feet
Essex Studios is Easy to access from I71
Close to downtown
FREE parking
Handicap accessible

Ideal for:

Classes
Special events/exhibits
Receptions
Meetings
Practice
Small Concerts



Essex Studios Artist Guild General Purpose Room Rental Agreement

Rental Date: _____ Day of the Week: _____

Set-up time: _____ Rental End Time: _____

Event Time: _____ Event End Time: _____

Group/Sponsor: _____

Applicant: _____

Address: _____

City: _____ State: _____ Zip: _____

E-mail: _____

Driver's License # _____ State Drivers License Issued: _____

Function:

Meeting Class/Workshop Party Exhibit

Other: _____

Estimated number of guests: _____ How many are minors: _____

Who is supervising minors: _____

Are you using a Caterer Company? Yes No

If yes, please provide the following information:

Caterer: _____

Caterer Contact Name: _____ Caterer Phone #: _____

Are you using a Rental Company? Yes No

If yes, please provide the following information:

Company: _____

Caterer Contact Name: _____ Caterer Phone #: _____

Admission: Member Only Invitation Only Open to Public Donation Fee

Food? Yes No If yes, Catered Potluck Other: _____

1. Rules specific to this rental:



essex studios
artist guild

2511 Essex Place, Cincinnati, OH 45206
(513) 244-3376

Rental Fee: _____

Security Deposit _____ Due By: _____

Total Amount Due: _____

Fee enclosed: \$ _____ Check (make check payable to: **Essex Studios Artist Guild**)

- Please use the same credit card information below that is being provided to "hold" the Cleaning/Damage deposit to charge: \$ _____ towards the total amount due.

Cleaning/Damage deposit of \$100 must be "held" by a credit card. No charges will be made to the card so long as the room is left in good, clean condition, and the equipment is fully operational. If the room requires cleaning, or if the room or equipment requires repair or artwork in or outside the room within Essex Studios was lost, damaged, or stolen due to negligence on behalf of the rental party, a portion or all of the deposit will be retained by ESAG for such work or replacement. The rental party shall be responsible for loss, theft, damages or repairs that exceed the \$100 cleaning/security deposit. We only accept Visa or MasterCard. * All sections below must be complete in order for us to process your payment.

- Visa Master Card

Name as it appears on Card: _____

Credit Card Number: _____

Expiration Date: _____ / _____
mm / yr

_____ / _____

Signature of card holder

Date

Address where credit card is billed to:

City: _____ State: _____ Zip: _____

Home Phone: _____



Essex Studios Artist Guild General Purpose Room Facility Usage Form

Fees:

1. All groups are responsible for a security deposit equal to 50% of the total rental fee. This deposit is non-refundable and will be applied to the balance of the rental fee.
2. If the security deposit is not received within 15 days of booking the event, the reservation may be void.
3. The balance of the fee is due 15 days in advance of the event.
4. Cancellations must be received fifteen [15] day's in advance of the event to receive a refund. Your security deposit will not be refunded. (Note: ESAG reserves the right to cancel within fifteen [15] day's prior written notice.)
5. Refunds are not given for unused rental time.
6. Cleaning/Damage deposit of \$100 must be "held" by a credit card. No charges will be made to the card so long as the room is left in good, clean condition, and the equipment is fully operational. If the room requires cleaning, or if the room or equipment requires repair or artwork in or outside the room within Essex Studios was lost, damaged, or stolen due to negligence on behalf of the rental party, a portion or all of the deposit will be retained by ESAG for such work or replacement. The rental party shall be responsible for loss, theft, damages or repairs that exceed the \$100 cleaning/security deposit.
7. Event sitters are required for the entire rental period for all Non Member events with more than 50 guests.

User Rules:

2. User is responsible for set-up, clean up and takedown and the time involved for this is part of the rental period.
3. Children MUST be supervised at all times.
4. No tacks, pins, nails or any other sharp object may be used on the walls.
5. Only Post-it easel pads, and 3M Scotch CLEAR Removable Mounting Squares or any other adhesive approved by facility coordinator may be used on the walls. Do not use duct tape, scotch tape, masking tape, or any other tapes on the walls.
6. Removal of Art Work on walls is prohibited.
7. Smoking is prohibited in the room, hallways, and restrooms. All cigarettes must be deposited in the ashtrays located outside the main entrance of the Essex Studios.
8. The facility must be returned to its original condition including removal of garbage to a facility dumpster.
9. Use of candles is approved on a case by case basis in advance of the event. Candles can not be left unattended.
10. User must leave facility by the time stated in rental agreement or be liable for additional fees.
11. User must ensure that all guests respect the artwork displayed in the room, and cause no harm to the building, exhibits, or displayed art within the Essex Studios.
12. Business Hours: Sunday – Thursday 8 a.m. to 11 p.m., Friday – Saturday 8 a.m. to 12 p.m.
13. Sub-letting of the room is not permitted