

Looking for a unique place for your event or meeting?



Rental Rates (During Staff Hours)
Tuesdays – Fridays 9:00 – 5:00 pm ♦ Saturdays 1-8:00pm *

	1/2-Day (up to 3-1/2 hours)	Full Day (3-1/2 hours plus)
Children’s Gallery (up to 35 people)	\$75	\$150.00
Workshop Gallery (up to 72 people)	\$150	\$300.00

After 5:00 pm Tuesdays-Fridays; After 8pm Saturdays (1/2 day only)
Available all day Mondays & Sundays *

	1/2-Day (up to 3-1/2 hours)	Full Day (3-1/2 hours plus)
Children’s Gallery (up to 35 people)	\$85.00	\$160.00
Workshop Gallery (up to 72people)	\$160.00	\$310.00
Workshop Gallery + Warming Kitchen	\$175.00	\$340.00
Workshop Gallery, Warming Kitchen + Art Alley	\$200.00	\$365
Main Gallery + Warming Kitchen (up to 190 people)	\$1,000	\$2,000
Main Gallery, Warming Kitchen +Art Alley	\$1,250	\$2,500
Main Gallery, Warming Kitchen, Art Alley + Workshop Gallery (up to 250 people)	\$1,500	\$3,000
After hours staff (1)	\$20 per hour	

** All rentals are based on space availability that is at times dependent on exhibition requirements*

Roseville Arts Members receive a 10% discount on all rental services

Contact Valerie Cleland ♦ 916-521-1588 ♦ valerie@aubergine-catering.net

ROSEVILLE ARTS!

b|ue |line gallery

Rental Policies

- 1) There are some restrictions on the types of functions that can be held at Roseville Arts Blue Line Gallery. Interested renters must call the Roseville Arts to inquire about function type and room availability prior to completing a contract and to discuss the specifics of your event.
- 2) It is recommended that renters should tour the Blue Line Gallery prior to booking a reservation. You may tour during regular hours, Tuesdays – Fridays, 10am – 5pm, Saturdays, 1pm-8pm provided that an event is not in progress.
- 3) Reservations are taken on site at the Blue Line Gallery, 405 Vernon Street, Roseville, CA 95678, by appointment only, contact Valerie Cleland at 916-521-1588 or by email: valerie@aubergine-catering.net . Telephone inquiries are not considered reservations. Reservations are accepted on a first come, first served basis, up to six months in advance of the rental date and subject to exhibition restrictions.
- 4) A room is not considered secured until a signed contract has been received by Roseville Arts along with half of the rental fee and a damage deposit of \$250 - \$500 (depending on room rental and type of event). Funds are deposited and will be returned if no damages or violations occur two to four weeks after the event date. If the event causes the need for:
 - a. Cleaning beyond the normal Blue Line maintenance
 - b. Repairs or replacement due to structural or damage to equipment /art work
 - c. Fire department response due to false alarm or exceeding capacity of the building per the fire code, or
 - d. Police department response due to failure to follow all laws and ordinances including, but not limited to the City of Roseville’s sound ordinance and laws related to disturbing the peace.

The security deposit will be used to pay for the additional fees. If fees exceed the amount of the deposit, renter will be required to pay the additional amount. Facility inspections are conducted immediately following events by staff to determine the condition of the facility. If all clean up requirements are met, no damage has occurred, and the rental time was not exceeded, staff will recommend that your security deposit be refunded.

Roseville Arts reserves the right to retain the entire security deposit if the applicant has knowingly made a false statement of material fact or has knowingly omitted to state a material fact in the rental application.

- 4) Rental times must include ALL set-up and take-down/clean up time. All property of the Renter must be removed from the Blue Line Gallery promptly during the time specified on the application. Renter will be liable for payment for extra time

5) **Insurance is required for all rentals.** Renter must present proof of liability coverage with Roseville Arts named as co-insured and sign a statement holding Roseville Arts harmless of all liabilities that might arise.

6) If it becomes necessary to cancel, renters generally have the option to reschedule without penalty.

7) Cancellations received one month in advance of the function will be charged 25% of the rental fee. In the case of cancellation, the damage/cleaning deposit shall be returned.

8) Cancellations received less than one month in advance of the function will be charged 50% of the rental fee.

9) No refund will be given for cancellations within one week of the function.

10) If an individual party, reservations must be secured with a credit card or advance payment.

11) Rooms are available on a first-come, first-served basis.

12) No event can continue beyond 11:30 pm unless arranged in advance.

13) Applicant must provide adequate number of people to prevent attendees from touching or disturbing exhibits installed at the time of event.

14) Only light room clean-up after events is included in rental fee. If extraordinary clean up is required, the renter will not be refunded the damage/cleaning deposit.

15) All renters will be financially responsible for any damages to the Blue Line Gallery.

16) Noise levels within the Gallery must be consistent with applicable City ordinances (not to exceed 45 decibels in any event).

17) Any decorative material shall be fire retardant—nothing may be adhered to gallery walls without prior approval by the Roseville Arts Curatorial staff and subject to inspection by the Fire Department.

18) Applicant shall be responsible for determining and obtaining all necessary licenses and permits required for the event. When alcoholic beverages are being served, Roseville Arts reserves the right to require the user to have security guards present. A permit from the Alcoholic Beverage Control department approved by the Roseville Police Department is required for fund-raising events.

19) No animals, except service animals are allowed in the Blue Line Gallery.

20) The Blue Line Gallery is a smoke free environment.

21) Equipment, art and or fixtures in the Blue Line Gallery may not be removed or altered under any circumstance.

22) Roseville Arts Blue Line Gallery reserves the right to refuse service.

23) Only caterers who have been approved in advance by Roseville Arts may be used.

24) Photography is not allowed without advance approval of Roseville Arts.

25) 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.

Cancellation of the rental agreement by Roseville Arts 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 Blue Line Gallery.

4) Circumstances arising from natural disasters, power outage or other unusual situations.

5) Roseville Arts shall not be liable to applicant for damages in excess of rent agreed to for any cancellation or breach by Roseville Arts for any reason.

6) Applicant does not carry his/her own liability insurance and provide proof naming Roseville Arts as additionally insured. Roseville Arts 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 Blue Line Gallery.

8) Applicant is certifying, on behalf of the organization applying to rent Roseville Arts Blue Line 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 Gallery in accordance with all City of Roseville ordinances.

ROSEVILLE ARTS!
blue | line gallery

Application for use of Roseville Arts' Blue Line 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 ___ Roseville Arts member ___ non Roseville Arts member

Event date: _____

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

Event
description: _____

Event attendance: _____ (total capacity is 297 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:

___ Children’s Gallery ___ ½ Day ___ Full Day Rate _____

___ Workshop Gallery ___ ½ Day ___ Full Day Rate _____

___ Workshop Gallery + Kitchen ___ ½ Day ___ Full Day Rate _____

___ Workshop Gallery + Kitchen + Alley ___ ½ Day ___ Full Day Rate _____

___ Main Gallery (Includes Kitchen) ___ ½ Day ___ Full Day Rate _____

___ Main Gallery +Kitchen + Alley ___ ½ Day ___ Full Day Rate _____

___ Main Gallery +Kitchen + Alley+Workshop ___ ½ Day ___ Full Day Rate _____

Facilities Coordination: \$100 minimum Rate _____

After Hours Staff _____ hours @ \$20 per hour Rate _____

Estimated rental total: _____

Rent deposit (1/2 estimated rental fee): _____

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 Blue Line 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 Roseville Arts Blue Line Gallery Rental Agreement. All time is rounded up to the nearest full hour.

The applicant has inspected the Blue Line 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 Blue Line Gallery are sufficient for the applicant’s needs. Nothing may be stored or left at the Blue Line Gallery prior or following an event.

Agreed to all of the above:

Printed Name _____

Signed _____

Date: _____