



Art Gallery Rental Policies and Procedures

About C Art Gallery

For more than 9 years, C Art Gallery has supported and showcased some of the region's most promising and accomplished artists. C Art Gallery offers a rich diversity of original works of art at more affordable prices than commercial galleries. Since its opening, C Art Gallery has featured over 250 local, national and international artists and hosted community events, provided art classes and featured performing artists that otherwise would not have had the opportunity to share their creative genius. The mission of the gallery is to promote art and artists of different cultural backgrounds, to encourage diversity, promote understanding and positive dialogue.



About The Gallery Space

C Art Gallery's gallery space is in the ArtSpace Hiawatha Lofts at 855 Hiawatha Place South in Seattle, WA, one block east of Rainier Avenue South and one block north of the Interstate 90. The gallery is situated on the street level with floor to ceiling windows, concrete floors and 12 foot ceilings. The location is easily accessible with public transportation. On-street parking is available in front of the building and on nearby streets.

The space is made up of two sections. The main gallery is approximately 600 square feet and connects to a 200 square foot art studio. The floors are polished concrete and exposed pipes and ducts adorn the ceiling. The space also includes a small alcove to set up a small bar or extend your rental space and a restroom. The gallery ADA compliant.

The main gallery space can accommodate about 50 people standing, or 30 people seated classroom style and 24 people seated at banquet tables (3- 8 foot tables), or 40 people both seated and standing.



Catering

C Art Gallery welcomes your personal choice of catering companies. We do not have a food prep area but can accommodate use of our small refrigerator and deep sink in the artist studio. Caterers are welcome to bring other equipment if the studio space can accommodate it. We suggest a visit prior to making final arrangements. Your caterer will need to bring tables, chairs and other equipment as needed for your event.

A member of our gallery will be on the premises during your entire rental period to assist you and to

answer questions about the artwork.



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Availability

C Art Gallery is available for rental between the hours of 9AM-11PM. (exceptions will be considered) All art exhibitions will be left intact unless otherwise agreed.

Restrictions on Use

Artwork is not allowed to be displayed or sold in the gallery other than the artwork exhibited by C Art Gallery

artists without a separate exhibit agreement.

Sales of merchandise are allowed only under separate agreement. For example, sale of T-shirts commemorating the event, sale of CDs or books by an entertainer are permitted with an agreed commission rate with proceeds to support C Art Gallery programs. Renters will be required to collect all taxes and provide an accounting of inventory to be sold before and after the event.

Alcoholic beverages may be provided and served at the gallery, but consumption must remain inside the gallery. No alcohol may be taken outside of the gallery premises by your guests.

Clean Up

Event hosts and planners are responsible for returning the gallery to the condition in which it was received to include; removal of all rented tables and chairs, disposing of all food and any additional garbage in the building dumpsters and sweeping the gallery.

Rates and Equipment

Rental fees are determined based on a minimum of four hours, including time for set-up and clean-up.

Monday – Thursday and Sunday — \$50/hour (\$200 minimum)

Fridays and Saturdays — \$75/hour (\$300 minimum)

The following items are available during the time of the rental only:

- Two 3'x3' card tables
- Wireless connectivity
- Small refrigerator

A \$100 rental deposit is required for all rentals and will be returned within three days after the rental date. The deposit is required to secure your date. The deposit will be used to offset any cleaning fees or damage caused during the rental. If this becomes necessary, an itemized list will be provided of all deductions.



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Payments and Cancellation Policy

Payments by check, money order, or credit card are gladly accepted. To secure your date the \$100 deposit must be received. The total rental fee must be delivered to C Art Gallery four weeks prior to your event. If the total rental fee is not received, C Art Gallery reserves the right to book another event and return your deposit. You will be notified in advance should the need for this occur.

You will receive a full refund for cancellation if we are notified 15 or more days prior to your reservation date minus your deposit of \$100.

You will receive a 50% refund minus your \$100 deposit if cancellation occurs two weeks (14 days) prior to your event.

No refund will be issued if cancellation occurs less than two weeks (14 days) prior to your event.

House Rules

- No glitter or confetti
- Smoking is not permitted inside the gallery
- Renter will be billed for any damage of art or common space of the gallery in excess of the security deposit.
- Nothing can be hung, taped or attached to the gallery walls without the permission of the gallery representative.
- The gallery representative must approve the use of the gallery logo in all publicity prior to publication.

Questions? Please email cartgallery@gmail.com or call 206-322-9374.