



Coleman Studios, LLC

117 N. University Ave., Provo, UT 84601 • (801) 225-5766 • Fax: (801) 225-5776

Event Policy Form & Contract

Thank you for choosing Coleman Studios for your event. We expect that the time you spend here will be enjoyable. Below are prices and all information regarding the rental of our gallery, please don't hesitate to ask for clarification.

Prices:

Event (8 hrs = set up + event)	\$900
Additional time (per hour)	\$100
Deposit – non refundable	\$200
Valet Service (optional)	\$110 / hr (approx cost)
Customized arrangement	**Quote based on requests

Set up:

Coleman Studios has a number of standard layouts for table arrangements and chair set up. This service is included in the event rental price (see attached layout design). Minor adjustments can be arranged; however these need to be made one week before the event. In the case a customized layout is requested it is at the discretion of Coleman Studios to decide additional cost and will be included in the final price for the event.

The rental price includes 8 consecutive hours of building use. This includes any set up by event host as well as the event itself.

Valet:

Due to the limited parking around the Gallery a valet service is an excellent option to be employed to assist with parking, particularly during inclement weather. Coleman Studios will arrange for the valet service (the final price of which is determined by length of time and number of valets needed). If Coleman Studios pays the valet the price will be factored into the final cost, or if the event host may pay the valet directly on the day of the event. The final price for valets will be communicated upon arrangement for the valet service.

Catering:

Coleman Studios is equipped for food catering with a large prep table and sink in the back room. The event host is responsible to arrange for catering or any food for the event. Coleman Studios will work with the caterer to accommodate their set-up, however it is the responsibility of the event host to follow up and communicate with the caterer about times, etc.



Deposit:

At the time the event host arranges for the Gallery rental, a \$200 non-refundable deposit is required to hold the time. Without a deposit, Coleman Studios will not guarantee that the building for the event. Also required is an active credit card number in the name of the event host. We will keep this information on hand in the case any damage is caused to the building (see liability form – attached.) Once the event has completed, Coleman Studios will dispose of the credit card information.

Amenities:

We provide up to ten round tables that can fit nine chairs each. Arrangement for tablecloths and other decorations are the responsibility of the event planner. A basic stereo system is available and, if a play list is provided at least two days before the event (either in CD or MP3 format) Coleman Studios will have the list ready to be used during the event. All other media and subsequent equipment is the responsibility of the event planner.

Lost & Found:

Any items or equipment left at the Gallery for 30 days after the event becomes the property of Coleman Studios.

Final contract:

After discussing the various options with a Coleman Studios representative I understand that the below costs will be included in the event I am renting the Gallery for. No matter the circumstances, I understand that the deposit is non-refundable. I have also read and understand the terms of the liability form attached to this contract.

Deposit \$200

Rental _____

Valet _____

Additional _____

TOTAL: \$ _____

Signed _____ Date: _____

