



GALLERY MAIN STREET APPLICATION CHECKLIST

- Is event NOT an arts-related event?
- Has Organizer secured public liability insurance applicable to proposed event?
- Has Organizer made City of Tyler an additional insured for \$1 million?
- Will Organizer provide a certificate of insurance to City of Tyler?
- Has Organizer made arrangements for security?
- Will Organizer make all necessary arrangements for food permits?
- Does Organizer agree to all clean-up stipulations?
- Does Organizer agree to all damage remediation stipulations?
- Does Organizer agree to keep noise levels below level allowed by law?
- Has Organizer paid deposit?
- Has security been arranged?
- Will event require Gallery staff attendance outside of regular hours?

FEES

___ **GALLERY AND KITCHEN:** \$100 per hour / \$250 for three hours plus applicable staff time.

___ **RON MABRY CONFERENCE ROOM:** \$50 per hour / \$125 for three hours plus applicable staff time.

___ **USE OF GALLERY, KITCHEN AND CONFERENCE ROOM:** \$125 per hour/ \$350 for three hours plus applicable staff time.

All rates require 50% deposit at time of booking with remaining 50% to be paid 14 days prior to beginning of event. Cancellation by the renter will result in forfeiture of rental monies as follows: 14 days or more, full refund; 13 days to four days prior to event, 50% of fees; cancellation three days prior or less will result in forfeiture of rental monies.

Special rates for non-profits or governmental entities may apply. Inquire with Gallery Curator.

Rates set by City Council and codified in Code chapter 2.