



The Gallery School of Pottstown @ Gallery on High

254 E. High Street, Pottstown, PA 19464

Phone 610-326-2506 Fax 610-326-2507

www.galleryonhigh.org

The mission of the Gallery School of Pottstown is to enrich the lives of the residents in the greater Pottstown area through the visual arts, regardless of ethnicity and economic situations. Our goal is to spark creativity, build self-confidence and develop community bonds through education, mentoring and community service.

2011 Gallery Exhibit Rental Price Sheet

Main Floor Front – Right Side Wall

Dimensions: 29'L x 8'H
232 sq/ft \$1.80 sq/ft = \$406 /month

Main Floor Rear – Right Side Wall

Dimensions: 15'L x 8'H
120 sq/ft \$1.80 sq/ft = \$210 / month

Main Floor Front – Right Side Wall

Dimensions: 10'L x 8'H
80 sq/ft \$1.80 sq/ft = \$140 / month

Main Floor Rear – Left Side Wall

Dimension: 15'L x 8'H
120 sq/ft \$1.80 sq/ft = \$210 / month

Movable Panel Walls – Qty 2

Panel Dimension: 6 @ 3'W x 6'H
108 sq/ft \$1.80 sq/ft = \$189/ month

Price for renting the gallery for a month (4 week) exhibit: \$895.00. This includes an additional 2 hour reception not included in our regular business hours, with a staff member present.

An additional charge of 10% of gross receipts, 1 onetime \$225.00 charge, will be assessed to cover cost of credit card equipment, bags and wrapping supplies and staff.

Minimum rental period is 2 weeks. Gallery will open normal business hours only without prior agreement.

Hours: Tuesday-Friday from 10:00am to 4:30pm

Saturday from 10:00am to 3:00pm.

Sunday and Monday Closed

Building is fully insured and equipped with an alarm system monitored 24 hours a day. Anti-theft system is also installed.

Price includes: Advertising on Gallery on High website

Experienced Counter/Sales Personnel

Use of Gallery Hanging System

Gallery Lighting System

Consumable items including: Sales receipts, bags, tissue and other wrapping items.

Utilities

Trash Removal

3 hour on street parking and 2 Hr. metered parking lot

Lessee is responsible for:

Show setup and takedown

Reception planning and cost

Additional advertising, excluding Gallery on High website and social media

The Gallery School of Pottstown @ Gallery on High Space Rental Agreement

Date: _____

Contact Name: _____

Email: _____

Company Name: _____

Direct Phone #: _____

Complete Mailing Address: _____

Date of Event: _____ Starting at: _____ ending at: _____ Number of guests: _____

“Renter” will be providing the following at the event:

() Food Caterer: _____

() Alcohol Bartenders Name: _____

() Entertainment Type: _____

Supplied by: _____

Special Instructions:

\$ _____	\$ _____	\$ _____
Total Renter Fee:	Deposit Paid:	Balance due BEFORE event

I, _____, on this day, _____ agree with the terms addresses in the rental agreement. “Renter” will be responsible for coordinating all aspects of the “event” to be held at Gallery on High/Gallery School of Pottstown on the above date. I have provided GOH/GSP staff with a credit card number in the event there is any damage done during the event. Credit card information will be held until the commencement of the event and returned to customer. Credit card information will only be processed if any damages incur as a result of the event.