



# 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](http://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 Rental Price Sheet for Private Events

Looking for a great location to host a private event in historical downtown Pottstown? Why not consider Gallery on High! The Gallery is located in the historical district of Pottstown, with plenty of on and off street parking, and easy access to routes 422, 100, 724 & 663. The Gallery can also make great recommendations for local caterers, florists and entertainment.

Main Floor: 2,300sq.ft Gallery/exhibit space can accommodate 75

Second Floor: 2,100 sq.ft. Classrooms and library space can accommodate 75

### **Packages include:**

One staff member in attendance during event, helping prepare the space prior to the event, AC/heat, lighting, bathroom facilities and use of stereo on first floor.

- **Exclusive space for 2 hours**
  - Just First Floor \$250.00
  - Just Second Floor \$200.00
  - First & Second Floors \$325.00
- **Exclusive space for 3 hours**
  - Just First Floor \$350.00
  - Just Second Floor \$275.00
  - First & Second Floors \$475.00
- **Exclusive space for 4 hours**
  - Just First Floor \$450.00
  - Just Second Floor \$350.00
  - First & Second Floors \$600.00

**Deposit:** A 50% deposit is required to reserve the space and the balance is due prior to event.

**Damages:** The Gallery on High/Gallery School of Pottstown will hold renter responsible for any damages that may occur during the event.

**Insurance:** If an organization (LLC, Inc., corporation, non-profit) is renting the facility, we require a copy of your current insurance. If alcohol will be served, we will need a copy of your special events/host insurance.

We are a non-smoking facility. Our second floor is walk-up only (no elevator). We do have available off-street parking.

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

Date: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Email: \_\_\_\_\_

Direct Phone #: \_\_\_\_\_

Company/Organization Name: \_\_\_\_\_

Complete Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Date of Event: \_\_\_\_\_ Starting at: \_\_\_\_\_ ending at: \_\_\_\_\_ Number of guests: \_\_\_\_\_

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

( ) Food                      Caterer: \_\_\_\_\_

( ) Alcohol                      Bartender’s Name: \_\_\_\_\_

( ) Entertainment              Type: \_\_\_\_\_

Provided by: \_\_\_\_\_

Copy of insurance policy attached \_\_\_\_\_

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. If required, I have provided a copy of my current insurance policy.

Signature \_\_\_\_\_