



Lucas Schoolhouse

Rate Card

BASE RATE RENTAL FEES

Monday - Friday concluding before 5:00 p.m.	\$500/5 hours
Monday - Thursday evenings	\$1,000/5 hours
Friday evenings	\$1,500/5 hours
Saturday concluding before 5:00 p.m.	\$1,000/8 hours
Saturday evenings	\$2,500/5 hours
Sunday concluding before 5:00 p.m.	\$800/8 hours
Sunday evenings	\$1000/5 hours

Dates in January - March (excluding Mardi Gras) can qualify for 20% discount.

BASE RATE INCLUDES:

- exclusive use of 5,000 sq. ft. venue (2,500 sq ft main floor, 2,500 sq ft 2nd floor)
- facility manager
- Wi-Fi
- Unique art gallery vibe

Additional Fee-based amenities include:

- Catering/Open Bar
- Tables, chairs, linens
- Valet services
- Audio/visual system and technician for announcements and house music
- Art centerpieces for the dining tables

Rental fees are not subject to gratuity.

Rental fees are subject to applicable sales tax.

Rental fees are subject to change until contract is signed and a deposit paid.

Gallery Representative. A Gallery representative must be on site at all times during the event to ensure compliance with The Gallery policies and regulations. The fee for this person's time is included in the rental fee. If the Renter is found to be in non-compliance with any of the regulations set forth herein, The Gallery's representative will terminate the event immediately and The Gallery will retain the entire rental fee plus the security deposit.

Capacity. Attendance for the event may not exceed 150 persons. This limit is for the safety of the attendees and the protection of the space. This limit is also subject to city requirements and ordinances.

Equipment. The Renter may rent equipment (stereo system, tables, chairs, linens, and serving containers) available on the premises. The Renter is responsible for any damage to the equipment during the event. Any additional equipment that may be needed is solely the responsibility of The Renter. After the event, all The Gallery equipment used must be cleaned and returned to the location in which it was found.

Artwork. The artwork may only be removed or moved prior to the event by gallery staff. The Renter does not have permission to move the artwork. Any damage to the artwork that occurs during the event or in connection with the event is solely the responsibility of The Renter. Should any artwork be damaged, The Renter shall be responsible for reimbursement to the artist of the list price of the artwork.

Alcohol. If The Renter chooses to provide alcohol for the event, such alcohol will only be sold in compliance with local regulations and licenses. The Renter must use a licensed caterer with a site permit for dispensing of alcoholic beverages on the premises. The Renter and licensed caterer must sign the Alcohol Permission Form. No alcohol from the event is permitted outside The Gallery. No alcohol will be served to persons under 21 years of age. The Gallery reserves the right to request licensed caterer to stop serving alcohol should any of The Gallery's representatives deem it is necessary to protect The Gallery and safety of individuals.

Catering and Food Preparation. The Renter is solely responsible for whatever arrangements are necessary for the service, preparation and clean-up of food on the premises. All food and catering costs are The Renter's responsibility. Chafing trays must be used for heating any food.

Deliveries. All deliveries of equipment and/or food in connection with the event must be coordinated with the Lucas Schoolhouse Owner or Representative and may not interfere with The Lucas Schoolhouse normal business hours. The Owner or any Representatives are not authorized to sign for any rental or delivery.

Set-up. All set-up must take place within the specified event set-up period. The facility can be adorned for your occasion but no decorations may cover or obstruct any artwork on display. An appointment with the Owner is required to discuss and coordinate set-up and/or decoration arrangements.

Clean-up. The premises must be returned to the condition received prior to the event. Trash should be bagged and left for gallery staff to dispose of.

Fees and Cancellations. A Security Deposit of 50% is required at signing of this contract to hold the space for this event. Final payment shall be remitted on or before the day of the event. In the event the Gallery has to cancel the event the deposit will be fully refunded.

Inclement Weather. The Gallery is not liable for loss or reimbursement of fees due to cancellation caused by inclement weather or other acts of God. However, should inclement weather or government regulation force a cancellation, The Lucas Schoolhouse will work with The Renter to reserve an alternate date, if possible, at no additional cost. The Gallery’s guide for cancellation due to inclement weather is the closing of the St. Louis Public Schools.

Parking. The Lucas Schoolhouse provides no exclusive parking. Renters and guests must find parking on the street or in nearby parking lots. Renters or their contractors may use the space in front of the gallery designated as a loading zone to strictly load/unload. All vehicles must be moved to a proper parking area.

Security. If The Renter desires additional security (i.e. off-duty police officers, private security guards), the arrangements and cost shall be solely The Renter’s responsibility.

Termination. The Lucas Schoolhouse reserves the right to terminate any rental reservation at any time if The Renter is found to be in non-compliance with the rental policies and regulations herein. Such termination will result in the forfeiture of all fees and deposits paid to the date of the termination. Any violation of this contract by The Renter during the event is grounds for immediate termination of this agreement by The Lucas Schoolhouse which will be executed, if necessary, by a Schoolhouse representative.

Renter’s Signature, date	Owner’s Signature, date
Printed Name	Printed Name Abraham Mohler
Address	Address 1220 Allen Ave.
City, State, Zip Code	City, State, Zip Code Saint Louis, MO 63104
Phone	Phone