

Special Event Agreement



117 S. Champion St.
Youngstown, Oh 44503

About the Soap Gallery

The Soap Gallery is Youngstown's only for-profit gallery in the downtown area. While our focus is art displays, we welcome guests to rent our facility for one-of-a-kind events. Our staff and location provide visitors with a culturally unique experience that you can't find anywhere else.



Event Details

Security Deposit

The security deposit is \$50. This will secure the date of the event. We can verbally hold the date for 72 hours. After that, the deposit is due. All payments are accepted. If paying by credit/debit card, a 7.25% tax will be added to the total.

*All prices are subject to change

Credit/Debit Card

A credit/debit card is required on file at the time of booking the event. The card will only be charged for damages, late fees and NSF fees.

Rental Fees

Monday - Wednesday, \$75 per hour, Thursday - Saturday, \$125 per hour and Sunday \$100 per hour. Non-profit organizations will receive a discounted rate.

*All prices are subject to change.

All events must end no later than 11 pm.

Unsecured Funds

If a check bounces, a \$30 NSF fee will be charged to the credit/debit card on file. A different form of payment will be due no later than 24 hours. If a credit/debit card is declined, another form of payment is required within 24 hours.

*All prices are subject to change.

Final Payment

Final payment is due no later than 3 weeks prior to your event. If payment is not received, the event will be cancelled. If the event is booked before the final payment is due, the payment is due 5 days prior to the event.

Late Fees

A late fee will be issued if the final payment is not paid on time. 2% of the total bill will be charged per day until payment is paid in full.

*All prices are subject to change

Cancellation

In the incident the event must be canceled, all fees paid up to the cancellation, including the security deposit are non-refundable. The security deposit can be transferred within one month of the initial booking date (per availability).

Damages

A flat rate of \$100 will be charged to the renter's credit/debit card for any damages. This includes any excess cleaning. Renters will be held responsible for any damage both inside and outside of the gallery.

*All prices are subject to change

Amenities

We provide the following accommodations: Six 70' round tables, 10 rectangular tables, 50 mixed-style chairs and 3 cocktail tables. Renters are encouraged to contact T&R Part Center (330-788-8784) for additional tables, chairs and/or linens. The space is 1,650 sq. ft and can hold 100 max seating and 200 non-seating.

The Soap Gallery offers Bluetooth capability for music accommodations.

Music/Noise

All music must conclude no later than 11pm. Additional time will require approval. The Soap Gallery has the right to adjust the sound levels at any given time. All music and/or noise should not disturb the tenants of the building.

Food and Beverage

Catering

The Soap Gallery works hand-in-hand with Catering by Christopher's as well as Inspired Catering by Kravitz. Renters may also choose an outside caterer. The Caterer and its staff are responsible for all set up and tear down.

Alcohol

The Gallery does not provide alcohol. Renters must provide it through their purchase or caterer. Alcohol cannot be sold during an event unless sold by a non-profit organization which requires a F2 permit.

Set up/tear down

The renter is allotted 1 hour to decorate before the event and 1 hour to tear down. The Soap Gallery has the right to charge \$100 per hour if the event runs beyond the approved time. Permission will be needed for extended hours.

*All prices are subject to change

Decorating Regulations

All decorations must be approved by the Soap Gallery staff. Open flames are prohibited; however, tea lights are accepted. Other prohibited items include confetti, glitter and any flammable substance. Traditional decorations like balloons are accepted. Decorations shall not be hung on the walls or the ceiling. Nails and hooks are also prohibited. All decorations must be removed at the end of event.

Party Accessories

The Soap Gallery does not provide any of the following items; table cloths/linens, napkins, cups, silverware/utensils. This also includes any sound systems needed for entertainment use. This will be under the responsibility of the renter.

Artwork in the Gallery

The art on the walls changes monthly. We encourage clients to inquire what type of art will be displayed during the month of potential rental. We cannot change or remove art based on renter preferences.

Parking

Parking is available on the street and in the Soap Gallery parking lot. Additional parking may be available in surrounding lots on the weekends and after 5pm.

Dock Usage:

The loading dock can be rented for an additional fee of \$100.

*All prices are subject to change

Security

A Youngstown Police Officer is needed for events larger than 100 people. Especially if the event involves alcohol. The renter is responsible to pay \$20 per hour per officer in cash. These payments are made directly to the officer(s).

Smoking

The Soap Gallery is a non-smoking environment. Smoking of any kind or type is not permitted inside the building. These include without limitation, cigarettes, cigars, other tobacco products, or illegal substances.

Trash

All Trash must be emptied in the designated bins throughout the gallery. All trash must be taken out at the end of the night in the dumpster across the street.

Terms and Conditions

I have read The Soap Gallery's policies and I understand my responsibilities and agree to the above conditions.

Renter's Signature

Date

Soap Employee's Signature

Date

Event Overview

Event Type: _____

Booking Date: _____

Date of Event: _____

Event Time: _____

Guest Total: _____

Final Payment due: _____

*If Event is located outside, please see final page

Renter's Information

Name: _____

Phone: _____

Email: _____

Credit Card Information

Card Holder's Name: _____

Card Number: _____

Visa ____ Master Card ____ Discover ____ AM Express ____

Expiration Date: _____

Security Code: _____

Zip code: _____

Outside Events

All categories must be filled out 3 weeks prior to the event

Use of Loading Dock and Applicable fee:

Volunteers:

Rental items (i.e. tent, stage, chairs, table, etc.):

Catering:

A/V:

Security:

Restrooms:

Street Closure:

Liquor License:

Fencing: