



FACILITY RENTAL

Duet offers a unique space in a contemporary art gallery setting for meetings and private receptions or other special occasions.

50 guests or fewer:

\$250 rental + \$100 refundable damage deposit.

51 to 100 guests:

\$375 rental + \$150 refundable damage deposit.

101 to 150 guests:

\$500 rental + \$150 refundable damage deposit.

4 hour maximum for event with 1 hour set-up and 1 hour strike.

All food and beverage must be ordered through an outside vendor/caterer.

Reservations must be made at least 14 days in advance.

DAMAGE DEPOSIT

Deposits are refundable if the Renter meets all requirements stated in the Rental Agreement Form. Any damages or cleanup relative to an event are the responsibility of the Renter. All costs incurred by Duet relative to damages or clean up other than regular trash removal, above and beyond the damage deposit, will be the responsibility of the Renter. There is limited storage area for events. All items used in conjunction with an event must be brought to the gallery the day of the event and immediately removed after the event. Set-up and removal of additional equipment must occur on the same day of the event.

HOURS OF OPERATION / SCHEDULING YOUR EVENT

Private event reservations are scheduled at the discretion of Director and will notify the Renter if that date is available. Duet is open from Tuesday to Saturday, Noon to 5pm. Renters reserving facility space for any other type of event must submit their event times for approval with their reservation contract.

REFUNDS ARE AVAILABLE IF THE EVENT IS CANCELLED NO LESS THAN 2 WEEKS PRIOR TO THE EVENT.

EVENT SETUP

At least 7 days prior to your event, a member of your party must meet with Director or Assistant Director. All details of setup, vendor companies used and additional requirements must be discussed at that time. Prior authorization must be granted if total removal of your equipment cannot take place on the day of reservation. Your damage deposit will not be refunded if equipment remains at the reserved area. Duet is not responsible for loss or damage to equipment left on-site.

ENDURANCE OF EVENT

The rental fee entitles the Renter to the agreed upon time frame in which to conduct the event. Fees will be assessed from the Damage Deposit should your party remain on-site longer than the contracted number of hours.

VEHICLES and PARKING

Parking for your event is available in the parking lot located on Washington Avenue just across the street from Duet. Delivery vehicles may utilize the private parking lot just in front of the gallery for the purpose of dropping and picking up equipment for your event.

RESTROOMS

Restroom facilities are available in the building.

RESERVATIONS

Information can be obtained and reservations made by contacting Daniel McGrath or Rocky Pardo by emailing duetstl@gmail.com with "Facility Rental" in the subject line. The Renter will receive confirmation of availability and a Rental Contract will be mailed to the Renter for signature and returned to Duet. Reservations are "penciled in" until the fees are received. The Damage Deposit must be received within 7 days of receipt of the Rental Contract to guarantee the reservation. Total rental fees must be received prior to 30 days from the date of the signed Rental Contract.

All requirements by Duet will be discussed and approved by both parties.