

# ADC GALLERY



# CREATIVE



106 West 29<sup>th</sup> Street (at Sixth Ave)  
New York City  
Subways: 1 or N/R to 28<sup>th</sup> St

Contact Olga Grisaitis for an appointment  
[olga@adcglobal.org](mailto:olga@adcglobal.org)  
[212.643.1440](tel:212.643.1440)

## ADC Gallery

**A Creative Environment  
For Your Next Event**



**The ADC Gallery** continues to serve as a unique and memorable setting for private events. Our new 5,000 square-foot gallery with reception and dining space can serve groups as small as 50 and up to 450. A walkway above the Gallery allows guests to overlook an event or relax in the Members Lounge. Suitable for anything from a private

screening, a new product launch, a corporate holiday party or a wedding reception. • **From April to December**, the ADC hosts a variety of exhibitions featuring the work of high-profile commercial artists in graphic design, advertising, publishing, illustration, new media, and photography. Most are multi-media installations including TV, film, print,

photography, product design, interactive design, and other related media. • **Rental fees** are \$7,500 for an eight hour event and include room usage, access to a full catering kitchen and coat checkroom. (Corporate members of the ADC receive a discount on gallery rentals.) • **The Gallery** is handicap accessible.



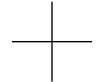


### Gallery Rates

**Space Rental**                      **\$ 7500**  
Eight hour time period. This includes set-up and breakdown.

**Damage Deposit**                      **\$ 1000**  
Payable by separate check. This will be returned the following day as long as the gallery sustains no damage.

**Security Fee**                              **\$250**  
Non- refundable charge for providing a security person for the evening.  
**Overtime**                                  **\$200/hour**



### Rules & Procedures

- The Club reserves the right to hang an exhibition at any time without prior notice to a renter. Work will not be removed under any conditions. If a renter wishes to cover an

exhibition, the method and materials must be approved. Under no circumstances can material touch the artwork.

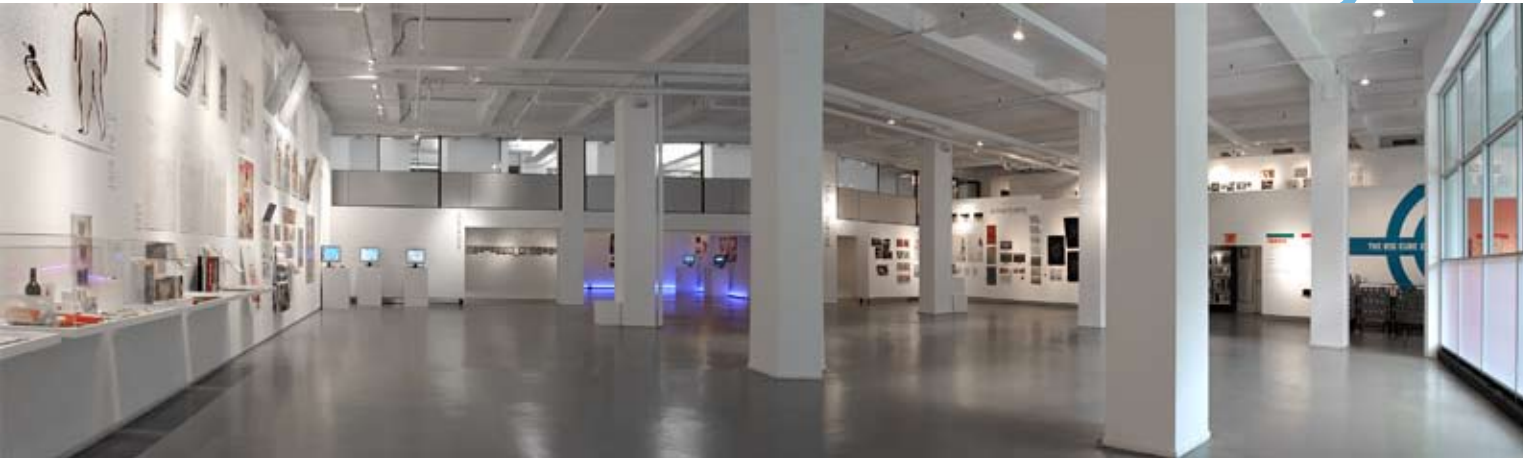
- A 50% deposit must accompany the signed contract at least 30 days prior to the event. The balance of the total is due prior to the day

of the event.

- All events are based on an 8 hour event, including set-up time. Additional time is billed at \$200 per hour.
- All renters must provide a Certificate of

*more >*

# ADC



Insurance, naming the Art Directors Club as additional insured at least 10 days before an event.

- Food and beverage must be provided by a professional caterer. Caterer shall provide all personnel, food serving pieces tables, chairs

and other equipment including tablecloths, flowers and trash bags.

- Only glass enclosed candles are permitted.
- Bottled beer only. No keg beer is allowed.
- The facility has to be left broom clean and all garbage has to be bagged and removed to

the proper location.

- Rentals should be delivered the day of the event and removed the same evening, unless special arrangements have been made.
- The Club has no storage facilities. All a/v and audio containers must be stored off premises.



**SAMPLE CONTRACT**

**THE ART DIRECTORS CLUB, INC.**  
**106 WEST 29TH STREET**  
**NEW YORK, NY 10001.**  
**212.643.1440 FAX212.643.4266**

**AGREEMENT** made this 21st day of June, 2009 by and between The Art Directors Club Gallery, Inc. (Hereafter known as ADC), 106 West 29th Street, New York, NY 10001 and Company Z, 209 east 33rd Street, New York, NY 10010 (hereafter known as Lessee). Whereas ADC and the Lessee have agreed upon the following terms of the use of ADC's premises for the purpose of a reception

**EVENT DATE :** October 8, 2009  
Start Time: 9:00AM  
End Time: 12Noon

1. The Art Directors Club will not remove an exhibition under any circumstances. With prior approval of the method, Lessee may camouflage work displayed on the walls as long as nothing physically touches the work.
2. Lessee agrees to use the gallery "as is." Architectural changes to the gallery including, but not limited to, drilling into the floor, painting the walls or floors different colors, or hanging anything from the ceilings are not permitted. Any of the above done without prior consent will result in additional charges.
3. Barter/Rental of the space is based on 8 hours. Any overtime is billed at \$200 per hour.

**INSURANCE**

4. Lessee shall, at their own expense, obtain comprehensive general liability insurance protection for the benefit of ADC against any risk or loss, or damage of any kind for property and for personal injuries to the extent of \$1,000,000 single limit coverage and \$100,000 for loss or damage to property. Proof of such insurance coverage shall be given to ADC at least 10 days before the date of the event. If the Lessee shall fail to obtain such insurance, ADC may, but shall not be obligated to, obtain the same, in which event the cost thereof shall be immediately paid by the Lessee. Such insurance coverage shall provide for a waiver of the insurer's right of subrogation against ADC.

**CANCELLATIONS**

5. Cancellation by Lessee. The Lessee must notify ADC in writing of any need to cancel a signed contract. The rental fee for each reception represents all direct and indirect expenses of production and maintenance of the gallery. Therefore the Lessee shall be required to pay to ADC half of the rental fee and any expenses arising out of and relating to a cancellation, unless ADC locates alternate Lessee. In the case of a barter or free use of the space, if a Lessee cancels they will be required to pay a fee of \$1000.00.

6. Cancellation by ADC. ADC reserves the right to cancel a booking at any time if the Lessee fail to meet the terms of this contract. In the unlikely event that ADC must cancel due to an Act of God or catastrophic occurrence, ADC will refund the full gallery rental fee to the Lessee but will not be responsible for any damages or other cost, arising from such a cancellation.

**FOR THE LESSEE**

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Print name & Title

\_\_\_\_\_  
Date

**FOR THE ART DIRECTORS CLUB, INC.**

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Print name & Title

\_\_\_\_\_  
Date

