



Ice Cube Gallery, llc, is an artist run cooperative gallery that was founded to provide a space for critical dialogue and monthly exhibits supporting and encouraging “Artists to push beyond the norm and broaden their aesthetic -I.e. to be experimental in process, material, and/ or conceptual basis”.

Ice Cube Gallery, llc has been recognized as one of Denver’s newest and impressive artist cooperative galleries with beautiful high ceilings and a small well appointed granite bar and small kitchen perfect for meetings and art-related receptions.

All reservations and agreements made are subject to the rules and regulations of Ice Cube Gallery, llc and subject to the following conditions:

1) Planning an Event

- Ice Cube Gallery, llc is a perfect setting for art-related receptions, meetings, and other special events, however some events are deemed inappropriate by the co-op members so all events must be approved by Ice Cube Gallery, llc events coordinator.
- Ice Cube Gallery, llc reserves the right to review the special event plans (including décor and entertainment) to ensure that they are compatible with the gallery mission.
- Ice Cube Gallery, llc does not at any time move any artwork or gallery walls for an event. The event must be planned around the existing artwork on exhibit during the event.

2) Food and Beverage

- To protect the art, no sloppy food or beverages are allowed in the exhibition galleries.
- Ice Cube Gallery, llc reserve the right to discontinue the service of alcoholic beverages at any time during a function. Bar service will end one-half hour before the departure time stated on the function contract. Food must be served in conjunction with alcohol service.
- No fee or money in the form of tips can be exchanged for the service of alcoholic beverages.

3) Rental Fees

- Rental fees are based on a minimum four-hour rental period. If the event is booked for over 4 hours set up and take down fees half of fees listed. Event arrival and departure times, as stated in the event contract are fixed, and not subject to negotiation on the day of the event.
- Rental fees include: one Ice Cube Gallery, llc person on hand during the event, and minimum general maintenance and amenities such as toilet paper, paper towels, and cleaning items for the event space.
- Rental fees do not include: any food or beverages, service charges, tax, labor charges, coat check, use of audio visual equipment or any additional staff, linens, or additional maintenance.
- Events with amplified music are subject to additional security fees.

4) Guarantees, Confirmation and Payment Terms

- A 50% non-refundable rental fee deposit and signed contract with Ice Cube Gallery, llc are required to reserve the space and time of your event.
- The non-refundable balance is due five business days prior to the event.
- Any overtime or additional charges will be billed separately and due immediately upon receipt of invoice following the event.

5) Excused Non-Performance

- Ice Cube Gallery, llc is not liable for any failure to provide the agreed services or facilities due to labor disputes, accidents, riots, war, government restriction or requirements, or any other event of circumstance beyond the control of Ice Cube Gallery, llc. Any such non-performance shall be excused and the agreement may be terminated without further liability, upon return of the client's deposit.

6) Signs and Decorations

- Ice Cube Gallery, llc reserves the right to pre-approve all signage, decorations, and décor, including plant and floral arrangements.
- Nothing may be affixed to any interior or exterior surface of Ice Cube Gallery, llc.
- No open flames are permitted. Candles in glass containers or votives are allowed in certain spaces.
- No confetti, rice, birdseed, balloons, flammable props or live animals are permitted on the property.
- At the end of the function the client must remove all decorations and any other articles brought into Ice Cube Gallery, llc.

7) Audio/Video and Technical Needs

- The rental space is equipped with standard audio to be operated by Ice Cube Gallery, llc staff.

8) Damage Deposit

- The client is responsible for any and all damages that occur as a result of the event including damages to the building, fixtures, equipment and personal property. Ice Cube Gallery, llc will bill the client for the repair or replacement charges after the event.
- A refundable damage deposit of \$200 will be due at the same time of non-refundable deposit.
- A certificate of insurance for general liability of one million dollars, stating the Ice Cube Gallery, llc as additionally insured, must be complete prior to the event.

9) Deliveries

- Deliveries may only be made on the event date during designated hours as to not conflict with Ice Cube Gallery, llc activities and operations, and must be coordinated through a Ice Cube Gallery, llc facility rental staff member.
- Ice Cube Gallery, llc reserves the right to refuse any delivery or set-up that does not arrive at the designated time on the event contract.
- Delivery vehicles must stay off of the wide sidewalk in front of the main entrance.

11) Guns

- Ice Cube Gallery, llc bans all firearms and weapons from the premises.

12) Smoking

- Smoking is only allowed outside the premises and all butts must be appropriately discarded to guard against accidental fire and maintain a clean entry. Failure to do so may result in fines or additional clean up fees.

13) Lost and Found

- Ice Cube Gallery, llc will not assume or accept responsibility for damage or loss of any items or articles left on the premise by the client prior to, during, or following the client's function.

14) Parking

- Free event parking is available in the adjacent parking lot and street parking.

16) Merchandise

- Retail merchandise cannot be sold during a rental event.

17). Rental Rates

- **Reception capacity is 100**

- **2600 sf, accommodates 100 people, all fees based on four hour minimum, each additional hour billed per hour, plus cleaning fee \$150-\$100, \$75 cleaning fee, non-profits**
- **Sunday- Thursday \$800 for four hours -\$200 per hour each additional hour (non-profits are based on \$150 per hour)**
- **Saturday nighttime rate is \$1200 for four hours each additional hour (\$300 per hour)- non-profits are based on \$250 per hour**

(not available to rent Friday, Saturday day during normal gallery hours)

If the event is booked for over 4 hours set up and take down fees half of fees listed.

18). Events not typically allowed

the following types of outside events are not permitted at Ice Cube Gallery, llc: -events where entrance requires on-site ticket purchase. political events; demonstrations; auctions of art; art displays, film/video screenings, performances, or education and design-related events. If an event were to include an item listed above it must be presented and approved by Ice Cube Gallery, llc;

Please contact Theresa Anderson, Director Member at theresa@icecubegallery.com or 303-990-0391 for further information.