



Special Events

HOST YOUR NEXT EVENT AT
OVERDUE RECOGNITION ART GALLERY

Private Parties
Book Signings
Non-Profit Events
Receptions
Networking Events
Holiday Parties
Wine & Cheese Events



Call Our Event Planner Today!

Overdue Recognition
ART GALLERY
www.overduerecognition.com



*Events needing a location,
will find an upscale
environment filled with
ambiance, comfort and eye
appealing art! Whether you
wish to host a small
gathering of 5-10 people for
a meeting or a larger party,
the gallery can accommo-
date up to 100 people.*

*For more information, to
reserve your date, or to
arrange a tour contact us today*

6828 RaceTrack Road
Bowie, Maryland 20715
301.262.3553
fineart@overduerecognition.com



Photos by: DRJones Photography

6828 RaceTrack Road
Bowie, Maryland 20715
(301) 262-3553
FAX: (301) 262-3578
www.overduerecognition.com

THANK YOU FOR CHOOSING OVERDUE RECOGNITION ART GALLERY FOR YOUR EVENT!

EVENT PLANNING

Consider hosting your next event at Overdue Recognition Art Gallery. Private Parties, Book Signings and Non-Profit events needing a location, will find an upscale environment filled with ambiance, comfort and eye appealing Art!

We will assist you with locating caterers, music and photographers to make your event enjoyable, cultural and memorable. We've partnered with this area's most respected companies to ensure a successful event.

\$500.00 for four(4) hours

\$600.00 for six (6) hours

\$900.00 for private events/ or after hour events

Weekly rates are also Available

Whether you wish to host a small gathering of 5 -10 people for a meeting or a larger party, the Gallery can accommodate up to 100 people. We also offer gallery tours for small groups of students or other visitors.

Call our Event Planner Today

Dates are Booking Fast!

(Cocktail receptions only, no sit down events, no subleasing))

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THANK YOU FOR CHOOSING OVERDUE RECOGNITION ART GALLERY FOR YOUR EVENT!

RENTAL POLICIES & PROCEDURES

RESERVATIONS/DEPOSIT: Gallery will be reserved on a first-received basis; provided that priority shall be given to activities that are directly related to the Gallery. Reservations are made by delivering to the Gallery Manager a fully executed license agreement accompanied by a deposit (the "Deposit") equal to 50% of the license fee and a the Security Deposit. Or 100% of the license fee if the date of the event is less than 15 days after the date of submission.

LICENSE FEE: The license fee includes the use of the Gallery, 2 tables and available chairs. The license fee is based on a four-hour event. This block time is for the actual event. Caterers and vendors will be admitted to the venue space one hour prior to the event for set-up. Clean up must be completed within one hour after the event. The Gallery Manager must approve additional set -up/ clean-up time. Any event extending past the contracted end time will be assessed a late fee at an hourly rate equal to \$50.00. License fees are subject to change at any time.

SECURITY DEPOSIT: A \$75.00 Security Deposit is also required at the time of signing this agreement. At the end of the event, a member of the Gallery staff/faculty will evaluate the condition of the space rented and the appropriate amount of the security deposit will be returned. If damages exceed the amount allotted in the security deposit, the Gallery holds the right to assess additional damage fees which must be paid within five (5) days. All late payments will be subject to a \$25.00 fee for every twenty-four (24) hours that it is late.

CATERERING: To ensure the success of your event, The Gallery has pre-screened a wide range of excellent area caterers. We prefer that Licensees contact directly with one of these preferred caterers for their food, non-alcoholic beverage, service ware rental needs.

ALCOHOL: Licensee hereby covenants and agrees to ensure compliance at its event with the terms of Wine and Champaign Only. Licensee acknowledges that all persons must be 21 years of age to possess or consume alcohol and alcoholic beverages may not be sold or served to individuals who appear to be or are intoxicated. All alcoholic beverage services must be arranged through the Gallery Manager for your event. All bartending staff must be arranged with the Gallery at least 7 days prior to your event. Bartenders will be staffed at \$35 per hour for a four hour minimum. Gallery assumes no responsibility for the improper and / or illegal consumption of alcoholic beverages during your event at the Gallery.

CANCELLATIONS: The Deposit is non-refundable. In addition, if cancellations are made with less than 15 days advance notice, the Licensee is liable for the remaining license fee (if any) if the space is not re-licensed prior to the event time. If the event is canceled due to inclement weather, the Gallery will make all efforts to reschedule the event for another date. All security deposits will be returned.

REVOCABLE LICENSE: Any behavior which violates any local or federal law or that may harm the reputation of the Gallery will not be tolerated, however if it does occur, the Gallery holds the right to end the event without returning the license fee. No subleasing of space.

In Signing this, both parties agree to all terms and conditions of this License.

Overdue Recognition Art Gallery *Date*

Leasing Party *Date*

Date of Event: _____ *Time:* _____

License Fee: _____ *Security Deposit:* _____

Contact information _____