

AGREEMENT TO USE

MINERVA Atelier & Events

Minervastrasse 33, 8032 Zürich, Switzerland

TIME & COST

***Minimum of CHF 50.- for 2.5 hours**

***Please calculate 1 hour of the 2.5 hours towards cleaning and organizing the space: 30 minutes before your event and 30 min after your event**

***Each additional hour needed : CHF 20.-/ hour**

*If the event is cancelled, half of expected payment is due

*glasses, chairs, plates, espresso machine (please buy your own Nespresso capsules), fans, ice maker, tables, etc are available to use for free with respect. If any machine is turned on, please turn it back off after the event.

*The projector can be used for additional CHF 40.-

*Cynthia is invited to join your event for free

RESPONSIBILITIES

***The price is low so we can help each other:** Please announce that the works on the walls are by Cynthia Fleischmann and that there is a WhatsApp group & email list if interested to be informed on future events.

***There is no cleaning person to clean up before or after your event.** Therefore, please calculate at least 30 minutes before your event starts to sweep or vacuum the floor and re-organize the room as desired. After your event is over, please sweep the floor again, clean up and put the tables and objects back to how you found them. If you used glasses and plates, please put them in the dishwasher and turn it on if full. This hour (30 min before your event and 30 min after your event) should be calculated to be included in your 2.5 hour timeframe. **Cleaning supplies are in the kitchen cabinet and please don't forget to check the bathroom for cleanliness and toilet paper!**

***Bring your own food and drinks for your event.** If there is extra alcohol such as closed bottles of beer or wine that you would like to donate, that is welcome & thank you- otherwise please take everything you bring back with you.

***Key is hidden and it is your responsibility to open the gallery and lock it up again when your event is done.** Please be discrete when getting the key and when putting it back.

*Please turn off all the lights when leaving besides the spotlight directed at the large 'Ashes to Ashes; Dust to Dust' print. Leave the light on the dimmest setting.

*If your event is high activity and there is a risk of sweat drops getting on the prints, please cover the prints with the thin plastic and patafix sticky ball provided.

*If mounted prints are moved from the wall (ONLY allowed with Cynthia's prior permission), please store the prints face to face & back to back with utmost care and hang them back up in the same order after the event (take a picture of the arrangement before you take them down for reference)

***When moving furniture around, please be careful not to scratch the floor.**

*Recycling for glass, cans and plastic is under the sink.

*If the trash is full or smells, please bring it out to the trash bin after your event and put in a fresh bag.

***Internet:** Yallo_4502840 / Password: xxrpaFrb8kupnxy8

*The **speaker** available is a small JBL with Bluetooth. Connection is either 'Gallery' or 'Maria'. Please plug it in before you leave if used.

***NO NOISE PAST 22:00** to be respectful to the neighbors!

*If your event requires silence (such as meditation), I recommend unplugging the little refrigerator in the gallery and turning off the ice maker in the kitchen and dehumidifier downstairs.

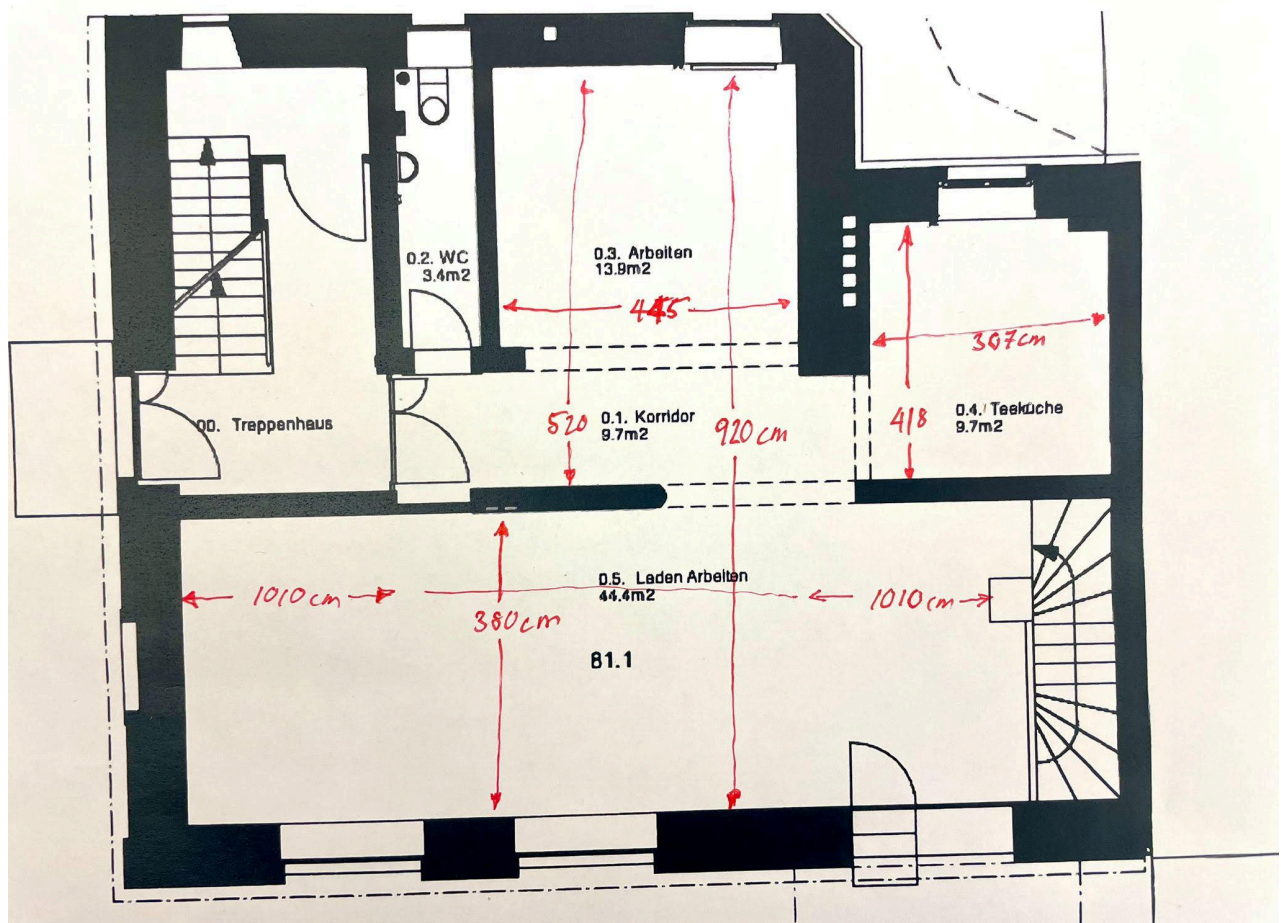
*If anything breaks or is damaged, please be honest and inform Cynthia

*If anyone is interested to purchase a bag, cards or earrings, please inform them that they can pay Cynthia via **TWINT** and can take the item with them after payment is complete : +41 (0)79 916 18 62

*When promoting your event at MINERVA, please write it like this: MINERVA Atelier & Events.

*If you would like Cynthia to promote your event via the MINERVA WhatsApp group, please inform her and send her a flyer and info to post. Thank you!

SPACE & DIMENSIONS



Warm Regards, Cynthia

WhatsApp: +1 508 479 6631 (Always available)

www.CynthiaFleischmann.com

www.Bodypaintography.com