

Special Event **Rental** **Information**

Rentals at Artspace for **weddings, parties, and receptions** are available Wednesday through Sundays, with guests arriving no earlier than 5pm, and Mondays and Tuesdays at any time. Rentals for **meetings and conferences** may be held at any time, during regular business hours, evenings, or weekends.

Artspace has five spaces available for rent: Gallery 2, the Lobby, Studio 206, Gallery 1, and the Education Room. The entire Artspace building is available for very large events at which guests will be on two separate floors. Gallery 1 is available only as an add-on to the Lobby and availability will be limited due to exhibitions. No food or beverage set-up is allowed in Gallery 1 at any time.

Gallery 2 (G2) is located on the 2nd floor and is accessible by elevator and stairs. The room is approximately 37' x 33' and has a separate preparation area with a refrigerator and sink. At most times of the year, an art exhibition will be on display on the walls of Gallery 2. Gallery 2 accommodates approximately 200 people (100 seated at tables). For parties of 200–300 people, it is recommended that our attractive, expansive hallway adjacent to Gallery 2 also be utilized. Gallery 2 is not available from mid-June through mid-August.

Studio 206 is located on the 2nd floor and is accessible by elevator and stairs. The space can accommodate approximately 30 people seated, and up to 50 people standing. This bright, open room includes large windows and a sink. Studio 206 is not available from mid-June through mid-August.

The Lobby on the 1st floor accommodates approximately 75–100 people, with limited seating. The Lobby is a two-story space full of artwork that is perfect for fundraisers, cocktail parties and small wedding ceremonies. Our small Upfront Gallery is included as part of all Lobby rentals, but use may be restricted due to exhibitions. The Lobby is not available from mid-June through mid-August.

Gallery 1 is a large gallery space at the rear of the Lobby. This space makes an excellent addition to the Lobby and can accommodate approximately 75 people seated and up to 125 standing. Please note, this space is only available as an addition to a Lobby rental and use may be restricted due to exhibitions. No food or drink set-up is allowed in Gallery 1. Gallery 1 is not available from mid-June through mid-August.

The Education Room is located on the 1st floor and is perfect for meetings, classes, or for a caterer prep room. The room is 40' x 25' and has a sink. This room accommodates approximately 50 people (30 seated at tables). The Education Room is not available from mid-June through mid-August.

Artwork // Artspace will make an effort to inform renters of the artists that will be exhibiting in the building during their event, however, on many instances, the actual artwork will not be known. **It is Artspace's policy to not remove or cover any artwork on exhibit.** Exceptions may be made in extreme circumstances and only with prior approval from Artspace at least two weeks before the event date. A base fee of \$250 will be charged for any artwork removal, additional fees may apply.

Catering // Artspace allows for self-catering only for events with less than 100 attendees and a wait-staff service must be hired through end-of-event breakdown. For events with less than 50 attendees, the service staff requirement may be waived at the discretion of Artspace. A licensed caterer or wait-staff service, employed through end-of-event breakdown, is required for events of 100 people or more. Caterers that have not worked an event at Artspace in the past 2 years, must meet with Artspace staff at least two weeks prior to event.

Event set-up // For evening events on Wednesday through Sundays: set up inside Gallery 2 may begin at 2pm. Pre-event set up in the hallways or the Lobby cannot begin prior to 4pm unless approved in advance by Artspace.

Equipment // Included for free are 96" x 30" rectangular tables for your use. We provide chairs that are appropriate for meetings and conferences, but not appropriate for receptions. We do not provide round tables, linens, and/or AV equipment.

Staffing // Artspace staff must be present for all rentals that are during "off hours" when Artspace is not normally open to the public. The Artspace staff rate is \$25/hr from 5pm-12am and \$50/hr after midnight. For evening rentals, Artspace's staff person will be hired to work from 5pm (Monday through Saturday) and 4pm (Sunday) until the time the building is completely vacated by the renter, renter's guests, and/or any personnel hired by the renter.

Prohibited inside the building are:

- Smoking
- Sparklers
- Helium-filled balloons
- Bubbles
- Confetti, rice, or any other similar thrown decorations

Garbage and Cleaning // Before leaving the premises, the caterer or other labor hired by the renter is responsible for seeing that all event supplies, all garbage, and all recycling are removed from the premises. (There is a nearby outdoor dumpster.) Caterer or labor hired by the renter is responsible for all cleaning except for mopping of the floors.

Service of Alcohol // With the exception of political or 501-C3 fundraisers, no alcoholic beverages may be sold, and no admission fee to an event with alcohol may be charged. At free events, beer and wine may be served without a permit. If liquor is to be served, the state of North Carolina requires that you contact the ABC commission for a special one-time permit (\$50). All fundraisers serving any alcoholic beverages must also obtain a one-time ABC permit for the event. No alcohol may be served to guests younger than 21 years of age.

Booking // Even if you are tentatively on the Artspace calendar, your deposit is required to confirm a space. **The total rental payment + signed rental agreement are due no later than two months before the event.**

Cancellations //

- 60 or more days prior to the event – Deposit is forfeited.
- 60 or less days prior to the event – Lessee owes total rental fee. Deposit may be applied.

Date Change //

- More than 12 months prior: \$250 fee; less than 12 months prior: \$375 fee; less than 6 months: \$500 (Reimbursed 100% if another rental is subsequently scheduled on the original date.)

Rental Rate Information

| SPACE | EVENING EVENTS (5pm +) | DAYTIME EVENTS (9am-5pm) | NOTES |
|---------------------------|---------------------------|---|---|
| Gallery 2 | \$1250 | \$125 / hr if no exhibition \$250 / hr if exhibition | |
| Studio 206 | \$250 | \$80 / hr | |
| Lobby | \$1000 | Not Available | Includes Upfront Gallery if available |
| Lobby (with G2) | \$500 | Not Available | Includes Upfront Gallery if available |
| Gallery 1 (with Lobby) | \$300 | Not Available | NO Food or Beverage set-up |
| Education Room | \$150 | \$60 / hr | |
| Entire Building | \$2450 | Not Available | Includes: Gallery 1, Lobby, Education Room, Gallery 2, Studio 206 |

Additional Fees //

| | |
|--------------------|--|
| Security Deposit | \$500, refunded after the event less any deductions |
| Artspace Staff Fee | \$25 / hr, required for events occurring when Artspace is not open to the public |

Please Note //

- Rates above are for payment by check or cash. Credit card payments require a 3% upcharge.
- Hourly events require a minimum payment of three hours.
- Hourly events of 6 hours or more receive a 10% discount. (May not be combined with any other discount)
- Rentals are not available mid-June through mid-August.
- Non-Profit rates are available upon request.
- Rates are subject to change without notice, but will not be changed after receipt of event deposit.

Let's discuss your event!

An appointment to see the facility may be made Mon-Fri, 10am-4pm, or you may drop by Artspace during our open hours of 11am-7pm, Wednesday through Saturdays, and 11am-4pm on Sundays.

For additional information call us, email info@artspacenc.org, [fill out the rental inquiry form available here](#), or call us at (919) 821-2787.