



Community Rental Information 2022

Rentals at Artspace for private meetings, parties, and programs are available Mondays and Tuesdays at any time, and Wednesday through Sundays after 3:00 PM. Rentals for meetings and conferences may be held at any time, during regular business hours, evenings, or weekends. **Artspace requires all rentals to have a three hour minimum.** No rentals are available during our Summer Art Camps from mid-June to mid-August.

Artspace has five spaces available for rent: 1st Floor: Lobby, Gallery 1 (add-on only), Education Room, 2nd Floor: Gallery 2, Studio 206 . The entire Artspace building is available for very large events at which guests will be on two separate floors.

The Lobby on the 1st floor accommodates approximately 75 people, with limited seating. The Lobby is a two-story space full of artwork that is perfect for fundraisers and cocktail parties. 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 60 people seated and up to 80 people 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, dressing room 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.

Gallery 2 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 100 people (60 seated at tables). For parties of 80-100 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.

Event Set-up + Breakdown // 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. All renters are responsible for event setup and breakdown. (i.e. table/chair setup, decor, etc). **The following actions and items are prohibited inside the building: Smoking, Open flame candles, and Sparklers, Helium filled balloons, Bubbles, and Confetti, rice, or any other similar thrown decorations**

Equipment // Included for free are 96" x 30" rectangular tables for your use. We also have 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 // Two Artspace staff must be present for all evening event rentals taking place after 5:00pm. The Artspace staff rate is \$25/hour from 3pm–10pm and \$50/hour after 10:00pm.

Catering // Artspace allows for self-catering only for events with 50 or fewer attendees. A licensed caterer and wait-staff service must be hired for the entirety of events with over 50 attendees. Caterers that have not worked an event at Artspace in the past two years, must meet with Artspace staff at least two weeks prior to the event for walk-through.

Artwork // Artspace will make an effort to inform renters of the artists that will be exhibiting in the building during their event, however, in 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.

Garbage and Cleaning // Before leaving the premises, the caterer or other labor hired by the renter is responsible for seeing that all event supplies, equipment are removed from the premises. Caterer or labor hired by the renter is responsible for all gathering trash and recyclables and cleaning with the exception of mopping the floors. Artspace staff will remove the garbage and recycling at the end of the event rental.

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. Proof of a one-time ABC permit must be submitted to Artspace one week prior to the event.

Booking // A deposit + signed rental agreement is required to confirm the rental space, date and time. The total rental fee is due no later than two months before the event. If your event takes place within less than 2 months of desired reservation, the full rental fee + security deposit are due upon signing the rental agreement.

Cancellation Policy //

- 60 or more days prior to the confirmed rental date– Deposit is forfeited less \$100 administration fee.
- Less than 60 days prior to the confirmed rental date – Lessee owes total rental fee. Deposit may be applied.

Date Change Policy //

- More than 12 months prior: \$250 fee
- Less than 12 months prior: \$375 fee
- Less than 6 months: \$500

Rental Rate Information //

RENTAL SPACE	HOURLY RATE	AVAILABILITY	
LOBBY + GALLERY 1	\$500/hour	Unavailable Wed-Sun from 11AM - 3PM	Includes: Lobby, Gallery One, and Upfront Gallery
EDUCATION ROOM	\$150/hour	Available Daily	
STUDIO 206	\$175/hour	Available Daily	
GALLERY 2	\$600/hour	Unavailable Wed-Sun from 11AM - 3PM	
ENTIRE BUILDING	Please contact us for more details	Please contact us for more details	Includes: Lobby, Gallery One, Education Room, Gallery Two, and Studio 206

Additional Fees //

SECURITY DEPOSIT	\$500 refunded after the event less any deductions.
ARTSPACE STAFF FEE	\$25/hour per staff member from 3pm-10pm and \$50/hour per staff member after 10pm are required for all events

Please Note //

- Rates above are for payment by check or credit card. Credit card payments require a 3% processing fee.
- All event rentals require a minimum payment of three hours.
- Event rentals taking place after 5PM require two Artspace staff members to be present.
- Rentals are not available mid-June through mid-August to accommodate our summer art camps.
- Non-Profit rates are available upon request.
- Rates are subject to change without notice, but will not be changed after receipt of event deposit.
- For maximum capacity accommodations, please refer to venue space descriptions listed above.

Let's Discuss Your Event //

An appointment to see the facility may be made Mondays to Fridays from 12pm-4pm, or you may drop by Artspace during our open hours of 11am-7pm, Wednesday through Saturdays, and 11am-4pm on Sundays for a self guided tour.

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