



**artspace**

201 East Davie St.  
Downtown Raleigh

(919) 821-2787  
[events@artspacenc.org](mailto:events@artspacenc.org)  
[artspacenc.org](http://artspacenc.org)

Your Event

**Here**



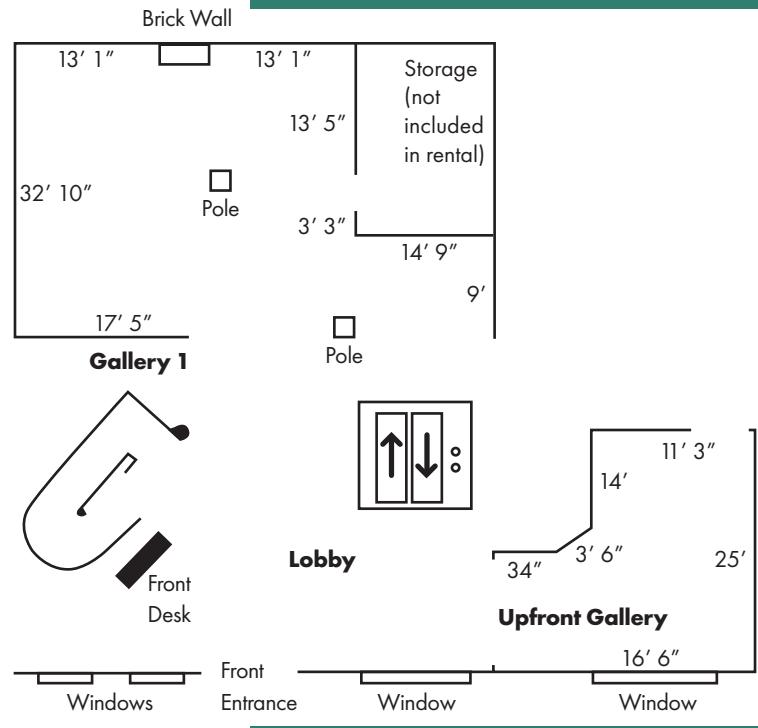
## **Community** Rental Information

Rentals are available for Half Day (6 hours, including set-up and break-down) or Full Day. Rentals are not available during our Summer Art Camps from mid-June to mid-August. Availability may be limited by public opening hours (see more details in staffing section).

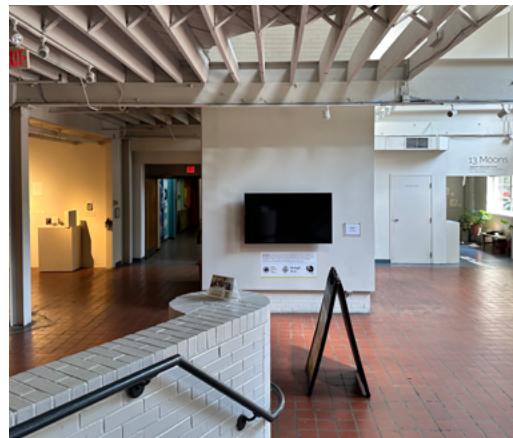
Artspace has four spaces available for rent. The entire Artspace building is available for very large events at which guests will be on two separate floors.



**GALLERY 1** is our largest space, including the Lobby, Gallery 1, and Upfront Gallery. This space is located on the 1st floor, accommodates up to 150 people standing or 75 seated, and is perfect for fundraisers, networking events, cocktail parties, receptions, and micro weddings. The unique venue has a vaulted ceiling and is full of artwork. No food or drink set-up is allowed in Gallery 1. Please note artwork cannot be moved for event rentals.



Gallery 1



Gallery 1 + Lobby



Lobby

## GALLERY 1

### HALF DAY RATE

*Up to 6 hours (including set-up + break-down)*

\$2,000

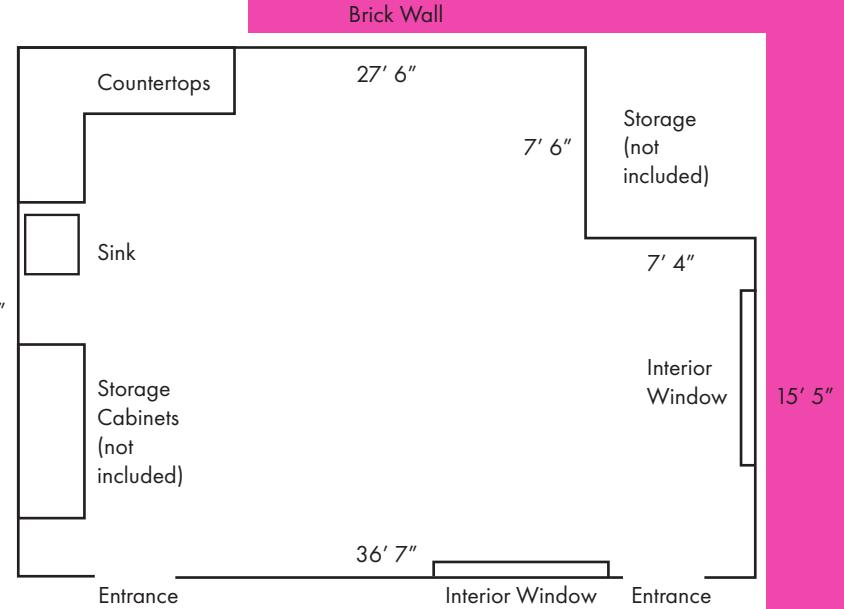
### FULL DAY RATE

*Up to 12 hours (including set-up + break-down)*

\$3,000



**THE LEARNING STUDIO** is located on the 1st floor and is perfect for meetings, classes, as a dressing room, or as a caterer prep room. The room has a sink and accommodates approximately 50 people (30 seated at tables). The Learning Studio is not available from mid-June through mid-August.



Learning Studio



**LEARNING STUDIO**

**HALF DAY RATE**

*Up to 6 hours (including set-up + break-down)*

\$800

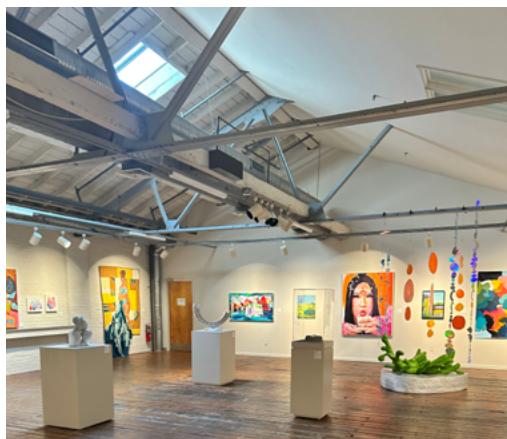
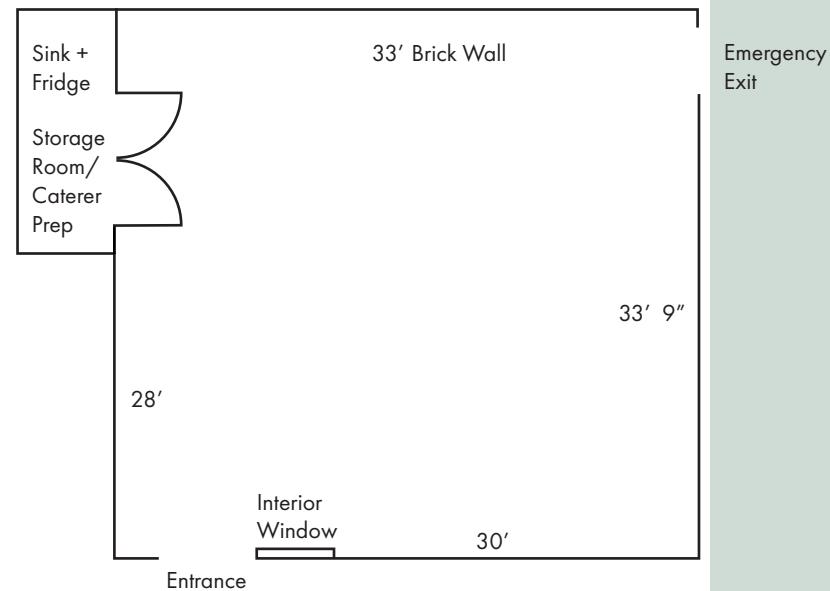
**FULL DAY RATE**

*Up to 12 hours (including set-up + break-down)*

\$1,200



**GALLERY 2** is located on the 2nd floor and is accessible by elevator and stairs. The room 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). Our wide corridor outside Gallery 2 may also be used with prior approval.



Gallery 2

**GALLERY 2**

**HALF DAY RATE**

*Up to 6 hours (including set-up + break-down)*

\$2,000

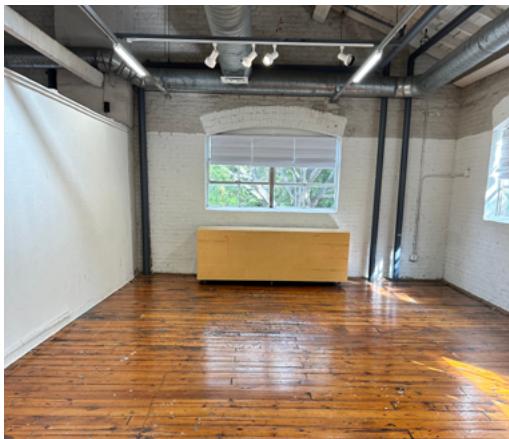
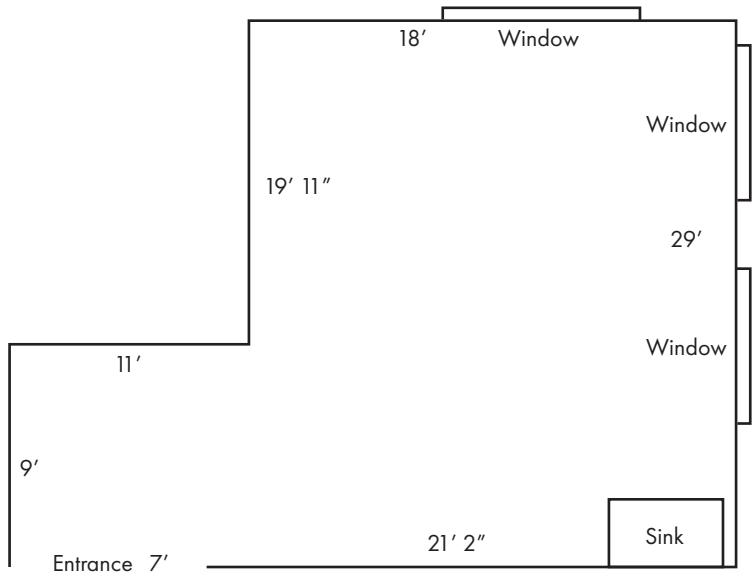
**FULL DAY RATE**

*Up to 12 hours (including set-up + break-down)*

\$3,000



**THE PEOPLE'S STUDIO** is located on the 2nd floor and is accessible by elevator and stairs. The space can accommodate up to 50 people (30 seated auditorium-style). This bright, open room includes large windows and a sink, perfect for networking socials, classes and workshops, small presentations, as a break-out room, or added on as an extra prep space for Gallery 2 events. The People's Studio walls can also be rented out for exhibitions from outside groups.



The People's Studio



#### **THE PEOPLE'S STUDIO**

##### **HALF DAY RATE**

*Up to 6 hours (including set-up + break-down)*

**\$600**

##### **FULL DAY RATE**

*Up to 12 hours (including set-up + break-down)*

**\$900**





## The Details

**Event Set-up + Break-down //** Pre-event set up in the hallways or the Lobby cannot begin prior to your designated event timeframe unless approved in advance by Artspace. All renters are responsible for event set-up and break-down. (i.e. table/chair set-up, decor, etc). The following actions and items are prohibited inside the building: Smoking and vaping, open flame candles, live animals (except registered service animals), fog machines, 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 or linens. A projector and speakers are provided in the Learning Studio and an additional small projector with screen can be provided set up by Artspace staff with prior approval.

**Staffing //** Artspace's regular staff hours are 9am–5pm on Mondays + Tuesdays, 9am–7pm on Wednesdays–Saturdays, and 11am–4pm on Sundays. Events taking place outside of these hours must be approved in advance (as early as 7am and as late as 10pm) and Artspace will arrange a staff member to be on the premises at all times. Events that go over their allotted time may result in the forfeiture of a security deposit.

**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 specific art pieces will not be known in advance. 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.



**Service of Alcohol //** With the exception of political or 501(c)3 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.

**Garbage and Cleaning //** Before leaving the premises, the caterer or other labor hired by the renter is responsible for seeing that all event supplies and 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.

**Booking //** A deposit of 50% of the total rental cost + signed rental agreement is required to confirm the rental space, date and time. No reservation will be made until the deposit and signed rental agreement are received. The remaining rental fee and security deposit is due no later than 60 days before the event. If your event takes place within less than 60 days of the desired reservation, the full rental fee + security deposit are due upon signing the rental agreement. Security deposits will be returned within 60 days after the event if no incidentals are incurred.

#### **Date Change and Cancellation Policy //**

- **6+ months prior:** free to reschedule, \$100 cancellation fee
- **2–6 months prior:** \$100 to reschedule, \$250 cancellation fee
- **Less than 60 days prior to the confirmed rental date:** \$250 to reschedule. In the event of cancellation, lessee owes the total rental fee.

# Rental Rate Information

SPACE	HALF DAY RATE <i>Up to 6 hours (including set-up + break-down)</i>	FULL DAY RATE <i>Up to 12 hours (including set-up + break-down)</i>	LOCATION <i>Includes</i>
<b>GALLERY 1</b>	\$2,000	\$3,000	1st Floor Lobby, Gallery 1 + Upfront Gallery
<b>LEARNING STUDIO</b>	\$800	\$1,200	1st Floor Learning Studio
<b>GALLERY 2</b>	\$2,000	\$3,000	2nd Floor Gallery 2
<b>THE PEOPLE'S STUDIO</b>	\$600	\$900	2nd Floor The People's Studio
<b>ENTIRE BUILDING</b>	Please contact us for more details	Please contact us for more details	All of the above

## Additional Discounts + Fees //

Security Deposit	\$500, refunded after the event less any incidentals
Multi-day Discount	10% discount on the total rental for rentals spanning 2+ consecutive Full Days <i>(not available for Half-Day Rentals)</i>
Credit Card Fee	A 3.5% processing fee will be added to your total rental cost

## Please Note //

- Rentals are not available mid-June through mid-August to accommodate our Summer Art Camps.
- Non-Profit discounted rates are available upon request.
- Rates are subject to change without notice, but will not be changed after receipt of event deposit.
- Studio artists have access to their studios 24/7. If your event takes place during our staff's working hours, staff will continue their work in offices and move throughout the building during your event. If your event takes place during our public opening hours, your space will be "roped off" but the building will remain open to the public. The only exception is entire building rentals, please contact us for more information.
- Floor plans included in this packet are not drawn to scale and measurements are approximate.



## **Let's discuss your event!**

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 an appointment with the event staff, please call or email to schedule a time Monday–Friday, 8am–5pm.

For additional information, please email [events@artspacenc.org](mailto:events@artspacenc.org) or call us at (919) 821-2787.

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