

ARMORY CENTER FOR THE ARTS
FACILITY RENTAL RATES & INFORMATION

Smoking is NOT permitted, and food and beverages are NOT allowed in any gallery space

<u>ROOMS AVAILABLE:</u>	<u>SPACE RENTAL FEE:</u>
STUDIO Seats 125	\$200/HOUR (4 hour minimum)
MEZZANINE GALLERY 100 Standing only	\$125/HOUR (4 hour minimum)
COMMUNITY ROOM Seats 50	\$80/HOUR (2 hour minimum)
CLASSROOM Seats 20	\$50/HOUR (2 hour minimum)
CONFERENCE ROOM Seat 10	\$25/HOUR (1 hour minimum)

ADDITIONAL FEES AND INFORMATION:

STAFFING:

Armory staff must be hired to oversee special events and secure the building as needed. Staffing time is charged at an hourly rate of \$25/hour per person. The rate rises to \$40/hour per person for events that exceed 8 hours or go past 10 PM. Two Armory staff persons are required for events involving more than 50 people.

EQUIPMENT AND MATERIAL USE:

We have a limited number of tables, chairs, A/V equipment, and other equipment/materials available. See equipment/material list for prices.

SET UP/CLEAN UP:

Armory staff will clear tables and chairs not in use, and will return those items to their original set up after the event. Armory staff can set up the space (chairs, tables, A/V) and then reset the room for additional fees and staff time. Please allow for additional set-up time if incorporating A/V components. The renter is expected to clean up afterwards, or coordinate with their caterer or hired staff, with post event clean up (food must be taken away, trash must be thrown out, etc). For events with more than 50 attendees, a cleaning fee of \$75 is charged for basic janitorial services (cleaning bathroom and floors).

KITCHEN/CATERING PREP AREA:

We have a small kitchen that consists of one small sink, counter space, and a small microwave (NO STOVE). There is an additional space in the back of the building available for a catering company to use as a prep area for \$50/hour. No cooking is allowed on premises, only preparation and warming.

MAIN GALLERY:

The renter may request that the main Gallery (Caldwell) remain open for the duration of the event, but not utilized for food, drink, ambience, or entertainment, for an additional \$200/hour.

PARKING:

The Armory does not have it's own parking lot. There is a public parking structure next door that is free for the first 90 minutes and \$2/hour with a maximum of \$6/day.

PAYMENT/BOOKING CONFIRMATION:

A security deposit of \$75 is needed for events over 4 hours, and/or with attendance over 50 guests, or to confirm booking. Full payment is required two weeks prior to event.

LIMITATIONS:

The Armory restricts the use of our facility by outside organizations or individuals for programmatic uses (performances, art exhibits, art instruction, workshops, classes), art sales/auctions, and fundraisers.

EQUIPMENT & ADDITIONAL MATERIALS PRICE LIST:

<u>EQUIPMENT/MATERIAL:</u>	<u>FEE:</u>
6' TABLE (72"x30", craft paper covering available)	\$5/per table
METAL ART STOOL	\$0.25/stool
CHAIR	\$0.50/chair
PODIUM	\$5.00
PA SYSTEM (sound board, speakers, 1 microphone)	\$50.00
ADDITIONAL MICROPHONE(S)	\$5.00
PROJECTOR	\$25.00
SCREEN/MONITOR	\$10.00
WHITE CURTAINING	\$40.00
EASELS	\$5.00/per easel
ART SUPPLIES	Please inquire about specific needs

THE ARMORY DOES NOT PROVIDE:

COMPUTERS
 COMPUTER ADAPTORS
 OFFICE SUPPLIES
 EVENT SIGNAGE
 MARKETING/PROMOTION

PLATTERS, PITCHERS, COFFEE MAKERS OR OTHER
 CATERING EQUIPMENT
 TABLE CLOTHS
 UTENSILS
 DECORATIONS