

## Facility Rental Rates

### GALLERY:

Day	Capacity	First 5 hours	Each additional hour
Mon – Thu	80-seat; 200-stand	\$500.00	During business hours
Fri – Sun	80-seat; 200-stand	\$800.00*	\$100.00

\*Damage Deposit in the amount of \$600.00 is required\*

### ADDITIONAL ROOMS:

Room	Capacity	First 4 hours	Each additional hour
Boardroom	40	\$60.00	\$15.00
#102	20	\$60.00	\$15.00
#103	20	\$60.00	\$15.00
#201	20	\$60.00	\$15.00

#### **Only Available During Business Hours:**

Monday – Thursday	9:00 AM – 9:00 PM
Friday	9:00 AM – 5:00 PM
Saturday	10:00AM – 4:00 PM

### RATE INCLUDES:

- 12 – 4ft round tables
- 3 – 8ft tables
- 80 – chairs
- 1 – microphone
- 1 – podium
- Access to CityArts in-house Sound System.
- CityArts Representative and/or Security Guards on site.

### ADDITIONAL INFORMATION:

- Rooms may be reserved based on availability. Additional rooms will be scheduled according to CityArts class usage.
- Events must work around any displays, artwork and or freestanding objects.
- **No artwork will be moved or removed during the event.**
- CityArts has an open catering policy.  
Catering service contracted must be licensed and insured.
- A cash bar requires a liquor license and service by a licensed bartender.
- Free parking is available across the Plaza and in the surrounding area.
- Handicap parking is available along the Plaza perimeter.

### TO SECURE A DATE:

- ✓ Confirm availability of date by calling (316) 462-2787 ext. 793. \_\_\_\_\_ (CityArts Date)
- ✓ Complete, sign and date contract. \_\_\_\_\_ (CityArts Date)
- ✓ Provide \$600.00 Damage Deposit for Gallery (**refundable**). \_\_\_\_\_ (CityArts Date)
- ✓ Provide ¼ of total contract cost (**non-refundable**). \_\_\_\_\_ (CityArts Date)
- ✓ Contract balance to be paid in full 30 day prior to event. \_\_\_\_\_ (CityArts Date)