

## Gallery Rentals at ArtsWorcester



For your private celebration or business event, consider this sophisticated downtown venue, with an ever-changing backdrop of the region's best contemporary artwork. The space is ideal for a cocktail party, afternoon receptions, mixers, and networking events for gatherings between 60 and 100, depending on the exhibition on view during your dates. We offer:

2,000 square feet, with huge storefront windows, fourteen-foot open ceilings, and original industrial floors.

A welcoming entrance area, two separate galleries, and a central glassed-in corridor offer a flexible floor plan for celebrations, socializing, or networking.

Window treatments, double-wide glass doorways, and specialized lighting can unify these areas into a single social space, or separate them for different guest experiences or activities.

Our ground-level, single-floor facility is built to the standards of universal design, beyond the requirements of the ADA. Two unisex bathrooms and a wall-mounted changing station make ArtsWorcester welcoming and accessible to all.

Storefront window sills and permanent gallery furniture offer copious built-in seating.

Facility includes a prep kitchen (no stove or oven). Catering convection ovens or coolers can be used there or in nearby auxiliary spaces.

Both galleries are wired independently for high-quality sound. Our wireless microphone can be heard in both galleries or only one.

We are happy to show you images of artwork anticipated for exhibition as you consider possible dates for your event. Black or white tablecloths are perfect, but we can help coordinate linens and flowers with the artwork on view if desired.

We offer forty white folding chairs, three six-foot tables, two cocktail high-tops, two coat racks, and a small mobile bar station.

Additional exhibitions may be available for viewing on the third-floor gallery.

Public parking for ArtsWorcester is available at the Worcester Public Library (one block away), the Federal Square municipal structure (two blocks away), at the Worcester Common underground lot (across the Common and three blocks away), and in metered street spots. After 5:00 PM, the parking lot belonging to the Social Service Administration (Madison Place) across from the Printers Building also becomes available, and is often free. A 15-minute loading zone in front of our door allows for the easy drop-off or pick-up of guests.

Caterers and rental companies use the building parking lot and loading dock, which has stair-free access to our facility.

**Rental policies:**

Our facility is available for \$400 an hour, with a minimum of two hours and a maximum of five. Discounted and occasionally waived rates for our fellow non-profit organizations, or efforts aligned with our mission, apply. A deposit of \$400 is required to reserve the facility. It will be credited in full towards your balance, unless damage to artwork, the facility or our equipment is incurred.

Events cancelled within two weeks of their scheduled date will be charged a \$100 cancellation fee, to be withheld from the deposit.

A signed rental agreement must be on file prior to any function.

The balance for a rental is due within ten business days after the event.

ArtsWorcester staff will set up the tables and chairs belonging to the facility. You or your caterers are required to set up and break down any additional furniture rented or brought in for your event.

Unless specific previous arrangements have been made, events must conclude at or before 10:00 PM in order for caterer and staff to clean and close building by 11:00 PM. Renters will be charged an additional \$400 per hour, billed in quarter-hour increments, for any event that exceeds this time frame.

Your venue rental extends to ArtsWorcester's facility only, not the rest of the building. Please inquire about your guests visiting other tenants' spaces.

ArtsWorcester and the Printers Building are smoke-free environments. No air fresheners or incense may be used within our galleries.

There is no restriction on what food or drink may be consumed in the galleries, but open food production (carving stations, sundae bars, etc.) is not allowed.

No glitter, confetti, or similarly dispersible materials are allowed.

Candles may be used within glass enclosures.

Draping fabric cannot be stapled or tacked to any furniture or interior surface.

Only painters' tape may be used. Its placement and use must be approved by gallery staff in advance.

No live animals are permitted, with the exception of service animals.

### **Access and catering**

Our preferred caterers are Struck, Peppers Artful Events, and Creedon.

You may have any commercially-licensed kitchen (including grocery stores) provide your refreshments. All food served in our galleries must be made in a commercially-licensed kitchen (including grocery stores).

If alcohol is to be served, the renter is responsible for securing the required license, either through the catering company's standing license or through the City's one-day special license process. Only TIPS-certified individuals are allowed to serve alcohol.

If you choose to self-cater alcohol, you must provide the City's one-day special license at least two weeks before the date of your event. Without it, your event will be considered cancelled, and we will withhold \$100 of your deposit as the cancellation fee.

One security guard must be on the premises for any event at which alcohol is served and more than 150 people are present.

Renters can expect that the venue will be available for set-up one and one-half hours within the event's start time.

One hour is allotted for post-event clean-up. If your event or its clean-up exceeds this time-frame, you will be charged an additional \$400 per hour, billed in half-hour increments.

Deliveries and pick-up of rented equipment must be scheduled in conjunction with ArtsWorcester staff. We are able to store overnight rented tables, chairs, and linens (bagged, whether clean or dirty).

ArtsWorcester does not have space available to keep food or drink refrigerated or frozen. Caterers or user groups need to be prepared to bring in those items during the set-up window.

Caterers and user groups are expected to adhere to ServSafe standards in the handling, preparing, and serving of food.

Our kitchen is licensed as a prep kitchen, and as such, only limited food preparation can be executed on site. Caterers use the enclosed loading dock area for more extensive food preparation.

Caterers and user groups are expected to bring in all their own kitchen, serving, and dining supplies.

We ask users to be as low-waste and environmentally-friendly as possible. For single-use disposable items, please consider compostable/biodegradable items. The Printers Building is working towards a building-wide recycling program. Until that is set, we ask that you consider either bringing your recyclables home with you, or ask your caterer to recycle them for you.

After your event, all food and trash must be removed. A dumpster is available in the building's parking lot.

Unused food may be brought to food charities; we find Veterans, Inc., on Grove Street to be the most welcoming of excess food at all hours of the day and night. Food cannot be left in storage at ArtsWorcester.

**Liability:**

The host of an event agrees to indemnify and release ArtsWorcester from any and all claims for loss, injury, or damage to a person or property while on the premises, unless caused by negligence on the part of ArtsWorcester or its staff.

The host of an event shall be held responsible and shall be billed for any loss, breakage, or damage to the facility, equipment or artwork, over the deposit held by ArtsWorcester for this purpose.

The host of an event is liable for the artwork on exhibition during their event. Damage to an artwork results in the host paying its full sale price. We will conduct a quality-check walk-through of the exhibition's artwork before and after your event, and you are welcome to participate in both.

For artwork, facility, or equipment, we reserve a full forty-eight hours to find and evaluate damage.

Caterers and outside vendors must provide a certificate of insurance to ArtsWorcester, with ArtsWorcester as the certificate holder and evidence that the caterer has Worker's Compensation insurance. ArtsWorcester bears no responsibility for the costs you may incur through your caterer or outside vendors.

ArtsWorcester assumes no responsibility for damage to or loss of personal property, including vehicles on the street or temporarily in the lot. All personal property brought to or left at ArtsWorcester shall be at the owner's risk.

ArtsWorcester reserves the right to refuse to rent our galleries for any reason whatsoever.

We agree to all policies and regulations specified above.

ArtsWorcester

Renter, date

*John Fabel*

Renter \_\_\_\_\_ Today's Date \_\_\_\_\_

Address \_\_\_\_\_

(City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip Code) \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Phone ( ) \_\_\_\_\_

E-mail \_\_\_\_\_@\_\_\_\_\_

**Event Information:**

Event Type \_\_\_\_\_ Date \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time (10pm cutoff) \_\_\_\_\_

Number of Guests (no more than 100, depending on exhibition) \_\_\_\_\_

Total cost of rental \_\_\_\_\_

Special Requests:

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\_\_\_\_\_

