

Event Rental Spaces and Pricing

All rentals have a two-hour minimum requirement, and require a \$125 security deposit, plus the cleaning fee.

Cleaning fees are not refundable; No oven on-site, self-serve or catering service may be hired.

Caterer with liquor license required for ALL on-premise alcohol service.

All events must take place outside of ArtWorks program hours, which are:

- 3rd week of Sept. – 2nd week of December, Tue & Thurs, 3pm-6pm; Saturdays 10am – 3pm;
 - 3rd week of Jan. – end of April, Tue & Thurs, 3pm-6pm; Saturdays 10am – 3pm;
 - 2nd week of June through 3rd week of July, Mon-Fri. 9am – 3pm

(Upper Level Studio and Media Lab NOT available during June/July summer programming.)

The Patio and Café are available on weekends during June/July summer program

Please note that all rental fees listed below are Non-Profit Organizational Rates.

Corporate clients are asked to contribute an additional 25% for any event space rental.

UPPER LEVEL: Studio Soireés

Rental fees include use of attached parking lot, lower-level café/kitchen area with service counter, sink, microwaves, and refrigerators (for catering/staging), along with handicap-accessible restrooms on both upper and lower levels.

WEEKDAY/WEEKEND DAYTIME STUDIO RENTALS: M-F and Sat/Sun Daylight hours

Minimum 2-hour party time, includes 1 hour setup, 1 hour cleanup, Cleanup must be completed by 3pm.

(Best for community meetings, corporate breakfasts/lunches, weekend-day Birthday Parties, etc.)

- Half Studio: \$300, \$25/hr add'l. setup/cleanup time
4,000 sq. ft., Front Half Studio Cleaning Fee: \$50
- Full Studio: \$450, \$25/hr add'l. setup/cleanup time
7,000 sq. ft., Full Studio Cleaning Fee: \$100

EVENING STUDIO RENTALS:

Minimum 4-hour party time, includes 3 hours setup, 90 minutes cleanup

(Ideal for dinners, fundraisers, dances, art shows, performances, etc.)

- Half Studio: \$600 for Fri./Sat., \$450 for Thurs./Sun., \$25/hr add'l. setup/cleanup time
4,000 sq. ft., Front Half Studio Cleaning Fee: \$50
- Full Studio: \$900 for Fri./Sat., \$750 for Thurs./Sun., \$25/hr add'l. setup/cleanup time
7,000 sq. ft., Full Studio Cleaning Fee: \$100

EMERSON MEDIA AND INNOVATION LAB: For classes requiring computers/digital media access

Includes access to desktops or laptops with photo/publication/video editing software, and projector/s.

- \$350/month for weekly class rental (up to 4 hours prep/class time per week)
- Minimum one-month (four consecutive weeks) rental
700 sq. ft., Lab Cleaning Fee: \$50

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LOWER LEVEL: *Intimate Indoors and Out*

There is no elevator between the lower and upper levels, but downstairs spaces have side door and bay door access entries which allow for catering/rental deliveries and handicap-accessibility. Rental fees include use of attached parking lot.

Centene Healthy Living Café

Use of café, meeting tables & chairs, wall for projection. May cover tables, must use existing chairs <i>Can accommodate up to 40 seated guests comfortably.</i>
Approximately 1,600 sq. ft. of Café event space, including kitchen area with service counter, sink, microwaves, and refrigerators available, along with handicap-accessible restrooms
Minimum 2-hour party time, includes 1 hour of setup, 30 min. cleanup
\$60/hr party time, \$50 cleaning fee, \$25/hr additional setup/cleanup time

Mary Ann's Pollinator Patio

May use existing patio furniture or rentals; may <u>not</u> bring any indoor SLAW tables or chairs outside. <i>Can accommodate up to 150 seated guests comfortably</i>
Approximately 3,000 sq. ft. of paved, gated event space available for outdoor events, with use of café kitchen area (service counter, sink, microwaves and refrigerators) along with lower-level handicap-accessible restrooms. Patio includes native Missouri plants to attract and nourish pollinators.
Minimum 2-hour party time, includes up to 90 minutes of setup, up to 1 hour cleanup
\$85/hr party time, \$100 cleaning fee, \$25/hr additional setup/cleanup time

Building Features

- Secure building – coded entry and 24/7 video monitoring of entryway, patio and parking lot.
- On-site *BoomerRack* bicycle rack, for pedaling guests
- Attached, lighted parking lot can hold up to 60 cars. Additional nearby parking available, with prior request/approval.
- Handicap-accessible building and restrooms on both floors
- Use of ArtWorks' chairs and 6-foot/8-foot long tables available for an additional fee
- Metro Bus and MetroLink adjacent (*Bus service and Delmar MetroLink station one block from building.*)

Security Deposit and cleaning fees due with signed Facility License Agreement.

**Event Insurance with \$2m aggregate coverage and SLAW listed
as additional insured is REQUIRED for all events.**

Please contact [Bill Winzerling](#) at One Source Insurance for assistance:

Office: (314) 984-5001 Toll Free: (800) 958-4457