

## Event Rental Spaces and Pricing

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

*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:**

- 3<sup>rd</sup> week of Sept. – 2nd week of December, Mon-Fri. 3pm-6pm; Saturdays 10am – 3pm;
  - 3<sup>rd</sup> week of Jan.— end of April, Mon-Fri. 3pm-6pm; Saturdays 10am – 3pm;
  - 2<sup>nd</sup> week of June through 3<sup>rd</sup> 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 Soirées**

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

## Event Rental Spaces and Pricing *(page two)*

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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**

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| Use of café, meeting tables & chairs, wall for projection. May cover tables, must use existing chairs<br><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**

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| May use existing patio furniture or rentals; may <u>not</u> bring any indoor SLAW tables or chairs outside.<br><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.*)

**Deposit and cleaning fees due with signed Facility License Agreement.**  
**Please read Agreement for rental insurance requirements.**