

Thank you for considering AMcE for your event. It's a really lovely space with a charming Pea Patch out back that makes for a charming view.

Below are the rental basics. We will be happy to discuss any questions that you may have.

Thank you,
Team AMcE



GENERAL:

Gallery business hours: Thursday – Sunday 11a – 6p; closed Mon – Wed
Capacity: Room occupancy of 45 persons
(higher occupancy permitted if event allows guest to come and go)
Parking: Residential and street (no permits necessary but some parking spaces limited by time)

RATES:

- \$150/hour (staff + space) for non-business hours*
 - \$250/hour (staff + space) during business hours*
 - \$150 cleaning fee for events with food/beverage (or as needed post-event)
- If an event runs over the contracted rental time, additional time is \$200 per additional hour
- There is a 3% surcharge for credit card use

* Note that we offer a reduced rate for 501(c)3 agencies

RENTER IS RESPONSIBLE FOR:

- Banquet and alcohol permits
- Certificate of Insurance naming AMcE as additional insured
- All rental (chairs, tables, linens etc.) booking and coordination (gallery has two 6' plastic folding tables that may be rented for \$25 each)
- Rental drop off and pick must be coordinated with the gallery

...continued...

TO BOOK:

- To hold a date, renter must submit a non-refundable deposit of half the rental fee, with the balance and COI due 10 days prior to event date
- Renter must have credit card on file for incidentals

If you are interested in booking, please [click here](#) to share your event information and we'll be in touch ASAP. You can also email [hello \(at\) amcecreativearts.com](mailto:hello@amcecreativearts.com) with questions.

