

Thank you for considering AMcE for your event. 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: Wed 12p – 3p; Thurs– Sat 11a – 5p; Sun 12p – 3p; closed Mon and Tues
Capacity: Room occupancy 45
(higher occupancy permitted if event allows guest to come and go)
Parking: Residential and street

RATES:

- \$150/hour (staff + space) for non-business hours*
- \$250/hour (staff + space) during business hours*
- \$150 cleaning fee for events with food/beverage

If an event runs over the contracted rental time, additional time is \$200 per additional hour payable at the end of the event. Note that there is a 3% surcharge for credit cards.

* We can 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 rentals. The 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

TO BOOK:

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

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 with questions.

