

## **Corporate/Private Event 2012-2013 Facility Rental Spaces and Fees**

<b>Sculpture Barn and Wildflower Sculpture Garden</b>	<b>\$4,000 (Saturdays)</b>
	<b>\$3,000 (Fridays &amp; Sundays)</b>
	<b>\$2,500 (Thursdays)</b>
	<b>\$2,000 (Monday thru Wednesday)</b>

Includes use of the Barn and Garden patio. Garden awning is up and included April thru early November.

Space can seat @ 125 for dinner & dancing, or up to 250+ for a standing cocktail reception.

Includes wedding ceremony in garden or 2<sup>nd</sup> floor staircase in main building (N/A in September).

Includes access to the exhibit in main building for guests (N/A in September).

(1) security guard is included in rental fee; AVAM Event Manager fee is additional (\$35/hr).

This space is heated but not air-conditioned. Tenting is additional.

\*\* July/August rate is reduced to \$2,000; Not available to rent mid-December-mid-March

<b>JRVC Banquet Room</b>	<b>\$7,000 (Saturdays)</b>
	<b>\$6,000 (Fridays &amp; Sundays)</b>
	<b>\$5,500 (Thursdays)</b>
	<b>\$4,500 (Monday thru Wednesday)</b>

Includes the 3<sup>rd</sup> floor banquet room of the Jim Rouse Visionary Center.

Wedding ceremonies can take place on the 1<sup>st</sup> floor at no additional charge (after 6pm).

Space can accommodate up to 450 for cocktails or up to 400 for dinner & dancing.

Includes tables & chairs, some staging, A/V equipment, podium & microphone, and warming pantry.

Includes access to the JRVC 1<sup>st</sup> floor exhibit during event.

(1) security guard is included in rental fee; AVAM Event Manager fee is additional (\$35/hr).

This space is climate-controlled.

**\*\* Non-profit rates available.**

### **Contract/Cancellation Policy**

If you would like to book AVAM for your special event, you must sign a contract and confirm reservation with a 20% deposit. The deposit given at the signing of the contract will be refunded (50%) provided cancellation occurs in writing at least 120 days prior to the event. **However, if the event is scheduled during a premium month – May, June, September, October – the deposit is non-refundable.**

### **AVAM Staff**

AVAM provides an Event Manager and trained Security Guards to work each event. One guard is included in the facility rental fee to keep galleries open, but there is a fee for the AVAM Event Manager (mandatory). If additional guards are needed for larger events there is also an extra fee. The number of Security Guards needed for an event is determined by the number of people schedule to attend an event. **AVAM Event Manager and extra guard rates are charged at \$35 per guard/per hour of event (plus set-up & breakdown time).**

### **Miscellaneous**

Recommendations for additional services, such as tenting, coat check, audio-visual equipment, valet parking, etc. are available and will be **extra/separate costs** to above posted rates.

**\* Events that take place in the main building on the staircase or 1<sup>st</sup> fl JRVC must begin after 6pm.**

**Events in the JRVC 3<sup>rd</sup> floor banquet room and the Barn & Garden area can start anytime. Events can last up to (5) hours, and all events must end by 11pm (Fri & Sat) or 10pm (Sun-Thurs), allotting up to (1) hour for caterer/vendors to breakdown and clean.**