



CENTER THE ARTS, EAGLE ROCK

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CENTER FOR THE ARTS, EAGLE ROCK

ROOM RENTAL GENERAL INFORMATION

Facility: Center for the Arts, Eagle Rock is located in a historic 1914 Carnegie Library building that has classic Mission Revival architecture. The Center is available for rentals on a limited basis throughout the year on weekends and in-between gallery exhibitions and special events. Some of the events that have been held in our facility are weddings, concerts, birthday parties, holiday parties, fundraising galas, receptions, dance performances, and corporate functions.

Rental Fees:

- \$1250.00 (5 hour event -Saturdays from 10am-1am and Sun 10am-11pm)
- Additional 1 hour of Set Up and 1 hour cleanup = Free
- Additional Set up Fee is \$75.00 per hour
- Additional Party Fee is \$200.00 per hour

In addition,

A \$500.00 refundable facility damage fee is required. This fee will be refunded provided that: all Center chairs, tables and other furniture is placed in their original or stored areas; any rental furniture be moved and stacked in designated area to allow for cleaning crew; all decorations or displays are removed; all trash in the outside walk ways, in main floors, kitchen and bathrooms is collected in large trash bags and removed to the bins outside the building; and no damage has occurred to the facility, it's contents and the grounds. The Staff will determine the condition of the Center upon your departure and will refund your \$500.00 within 7-10 business days.

A 50% non-refundable deposit is required to reserve the date of your event.

Insurance: Is required if you will be serving alcohol. It is the responsibility of the aforementioned organization/party to secure this insurance at your own expense. Please have your insurance agency list the Center for the Arts, Eagle Rock as the additionally insured for a minimum liability of \$1,000,000.00. Please email/send/or fax the Center with a copy of the insurance certificate at least 48 hours before your event.

The **maximum**** capacity for the building is 175 guests for a sit down function, and 225 guests for a stand up function.**

Staffing: Center staff must be hired to oversee special events and secure the building as needed. Staffing fee is charged an hourly rate of \$15/per hour.

Set Up: A limited number of rectangular tables and chairs are available for use. The renter is responsible for set up and clean up for their event.

Clean Up: A Cleaning fee of \$75 is charged for basic cleanup. Renters are expected to put chairs, tables and other furniture in their original or stored areas; any rental furniture be moved and stacked in designated area to allow for cleaning crew; all decorations or displays are removed; all trash in the outside walk ways, in main floors, kitchen and bathrooms is collected in large trash bags and removed to the bins outside the building. The Staff will determine the condition of the Center upon your departure.

Kitchen: Included is a small kitchen that consists of one small sink, two small microwaves, refrigerator and one stove. Renters are responsible to clean out the fridge and to take out all the trash from kitchen and clean excess debris.

Equipment available:

50 brown metal chairs- Included
25 blue plastic chairs – Included
(2)- 8' tables – Included
(6)- 6' tables- Included
(2)- 3' tables – Included
Projection Screen- Included
1 upright piano/ 1 baby grand piano – Included
Podium - Included
Projector- \$50
DVD Player- \$20
Stage- \$75

Party Rentals: We recommend using our local party rental company, Sir Michael's. Mention Center for the Arts, Eagle Rock for a great rate. For more information call: 323.225.5466 or visit www.sirmichaelsrentals.com. Business hours are Monday-Saturday 9am-4:30pm. Sr. Michael's will beat any competitors written quote.

Restrooms: There are two restrooms that are in A.D.A. compliance.

Elevator: Access for handicap access and equipment loading.

Decorating: Because the building is on the Historical Register there are specific guidelines that must be observed. **No tape, nails, glue etc. may be used on the walls, floors, or furniture.** *Ties, fishing lines, etc. have been typically used to secure decorations to the columns.

Parking: The Center does not own it's own parking lot. However, we have an agreement with our friends from Bank of America who we share the lot on Saturday's after 3pm and all day Sunday.

Other: You welcome to use any caterer and special events organizer for your event. All forms of entertainment are welcomed and there are no extra fees.

Limitations: Center for the Arts, Eagle Rock is a non-profit arts organization that hosts many events, education programs, concerts, and art openings. Due to the nature of the space we have moveable walls for our artwork that will have to be moved and kept in the small gallery. We have the right to make final decisions with the space configuration before your event.

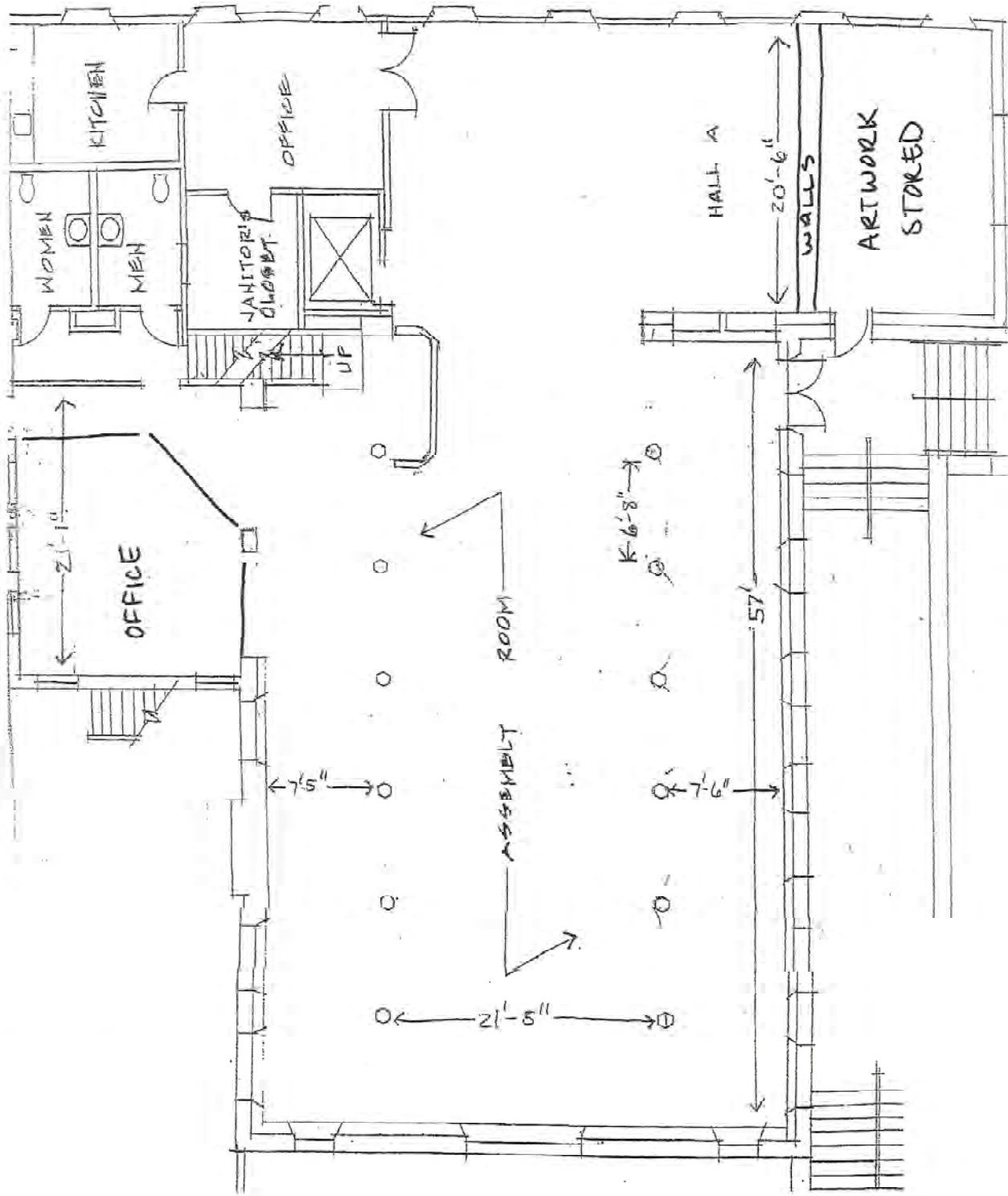








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