

Renting the Gallery at the Contemporary Art Center of Peoria

Thanks for considering the Contemporary Art Center for your event. About 35 times each year, we host wedding receptions, parties and various events in the Preston Jackson Gallery on the 2nd floor of the facility. We would love to work with you to make our event special. The 3,000 sq. ft. room is in an old warehouse with original exposed red brick and wood floors. We have a sound system, stage, stage lighting and a bar area and a full kitchen. We are an art gallery and your guests can enjoy the art exhibits during your event. On Saturday nights, your guests may enjoy a live band and a full bar in the Rhythm Kitchen on the first floor.

We typically book parties for Saturday nights but we have rentals mid-week also. A party may even be booked on select Fridays starting as early as 8:30pm. 184 is the max capacity for the room but it depends on how you use the room as to how many people will fit comfortably. The average party is 150 guests.

To reserve a date you need 1) a non-refundable deposit and 2) a signed contract, filled out with as much info as you know at this time. There is a \$100 discount for members. A membership form can be obtained at www.peoriacac.org. Either a \$40 Friend membership or a \$75 Family membership will provide the \$100 discount off the room rental.

After the event, you can request a refund of \$100 of the deposit and if there are no additional charges or damages, this will be returned. This request must be made in writing and include the following details: name of person to whom check is payable, mailing address and date of event.

For round table choices, we have seven 5-foot, eighteen 2-foot and four 3-foot. For rectangular table choices, we have four 5-foot, one 6-foot and fifteen 8-foot rectangular tables for seating as well as for gifts, cake etc. We also have two small rectangular tables measuring 12" x 24" and 16" x 30". We have 184 black padded chairs and 12 blue conference table chairs.

In 2015, we completed some renovations to the facility. The current floor plan can be found on the website. The kitchen has been renovated, a new stage has been created and is located in a different part of the room, a white wall in the gallery has been removed and the black counter has been removed. The banquet table has been placed where the black counter once was. A new bar area with plumbed sinks and ice bins is now positioned behind the glass wall.

One of the unique features of holding an event at the Contemporary Art Center is that you can choose any food or liquor caterer you like. Qualified caterers may also provide a cash bar. You may also self-caterer food and alcohol for the event so long as you provide your own liability insurance. You may obtain this insurance as a rider on a home-owner's policy. We have an agent that can provide a policy for between \$150-200 if you are unable to obtain one yourself. Specifications for what we need are in the contract.

The contract is for a 4-hour block of time but additional hours can be obtained for an hourly fee. The four hours pertains to the event only and does not include the time to set up and tear down. For example, you can set up as early as 1:00pm for a Saturday event, but you are only

charged for the hours of your event. We prefer events held Tuesday- Saturday to begin no earlier than 5:00. All events must end no later than midnight. Weekday and Sunday set up times may be more flexible.

You can download a contract and floor plan from our website for more details at www.peoriacac.org. The contract implies that the renter sets up the room and restores the room afterward to the original state. You can pay for us to do a basic setup of furniture according to your specs. We can help you create a floor plan. We can also do some other simple tasks like put on table cloths. We do not provide table cloths, table settings, etc. For an additional fee, you can also choose to have us tear down. We will put away the furniture, take out the garbage, clean the floor and if there are rental items, we will prepare them for pickup. If your party self-caters the event, then they are expected to set up, arrange for garbage removal during the event and restore the area afterwards.

We do not allow helium balloons, bubbles, gell balls, smoke machines, candles, glitter, confetti or anything that is hard to clean up. If you desire candles, I recommend renting or buying battery-powered candles. We have 25 pillar candles (4" high x 3" in diameter) to rent for \$1 each, 100 tea lights for .50 cents each and globe string lights hung and removed for \$150.

If you have any further questions, please don't hesitate to contact me. I hope we can work together to create a memorable event,

William Butler, Executive Director
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