

FAQ

Q: How many people does the space hold?

A: 75 people max, 60 seated (with provided chairs)

Q: What is the hourly rate to book The Gallery Room (largest event space)?

A: \$200/hr with the exception of Saturdays in May which are \$225/hr

Q: Are there any other costs associated with rental?

A: There is a cleaning fee (\$100) and a security deposit (\$200). Deposit is refunded barring any damages to the space. There are optional add-ons such as our Studio Conference room (\$100) and coffee service (\$15)

Q: How do we reserve the space?

A: 50% of your payment is required to reserve your date. You can correspond with staff via [email](#) and you will receive your invoice and contract through our third-party booking system, Honeybook.

Q: Is there a minimum amount of time needed to book?

A: There is a 3 hour minimum (not including the free setup hour) for Saturday events, and a 2 hr minimum for every other day of the week.

Q: Are chairs and tables included in the rental?

A: Yes! 8, 60-inch round tables, 10 cocktail tables, 60 white foldings chairs, 2 bar height industrial modern wood tables, 4 industrial modern wood tables

Q: Are there speakers for streaming music?

A: You may use any device to stream music on our speakers. We also offer a projector and screen that you can connect to via HDMI (P/C) or AirPlay (Apple devices).

Q: Do you allow alcohol?

A: Beer and wine are allowed, but we do not allow liquor.

Q: Is there anything that is not allowed in the space?

A: We do not allow open flame or glitter, and nothing can be adhered to the walls.

Q: Are third party vendors allowed?

A: We welcome all third party vendors and are happy to share suggested vendors.

Q: What hours is The Gallery available for rental?

A: We are open Monday-Wednesday nights starting at 6:30 pm, Thursday nights starting at 5:30 pm, Fridays at 3:30 pm and all day on Saturdays and Sundays (until 11:30pm).

Q: Is there any time available for set-up?

A: Yes, we allow 1 hour to set up before your event.