

SPANISH VILLAGE ART CENTER

Patio Rental Guidelines and Pricing

The Spanish Village Art Center patio is available for rental after hours any day of the week. The studios are open 11:00 a.m. – 4:00 p.m. every day. Driving and set up on the patio for event equipment drop off shall begin no earlier than 5:00 p.m. the day of the event. All events must end at 12:00 midnight.

Live music and DJ's are welcome. Designated electrical outlets are scattered around the patio for the renters use. There is a 24' x 34' concrete area perfect for a dance floor. The renter must use their own caterer and party rental companies. Spanish Village Art Center does not provide these services. A large kitchen area for advance staging and storage is included in the rental fee. Spanish Village does not hold a food handling permit, so cooking of food is not permitted in this kitchen. We provide stanchions and "Private Party" signage which will be placed at the South entrance to the patio before the event begins.

There are two different Rental costs for WEDDINGS depending on day of the week:

TOTAL cost of Rental ~ Monday through Thursday evenings = \$2,720

- Deposit #1 ~ \$1,360 (due at time of signing the agreement)
- Deposit #2 ~ \$1,360 (due 30 days prior to event date)

TOTAL cost of Rental ~ Friday through Sunday evenings = \$3,200

- Deposit #1 ~ \$1,600 (due at time of signing the agreement)
- Deposit #2 ~ \$1,600 (due 30 days prior to event date)

In order to reserve the date/time of the event, a Rental Agreement must be signed and given to the Patio Event Coordinator. Rental payment is collected in two equal amounts as indicated above after the agreement is signed.

At final payment, all copies of permits and insurance paperwork must be on file. (See Rental Contract). Permits include a Liquor Liability insurance, and Proof of Liability Insurance. All food caterers must provide a copy of their Public Health Permit and Business licenses.

A Cleaning Deposit of \$700 is collected along with the final rental payment. This cleaning deposit will be refunded after a final "walk through" is completed on the day following the event.

The restrooms are public and given a light service and restocking before any event. Decorating of the patio and /or restrooms is welcome. This must be provided by the renter and removed by the end of the event.

FOR CORPORATE PARTIES AND OTHER EVENTS - Please contact the Patio Coordinator for pricing. Vicky DeLong vbde@cox.net