

Gallery Capacities for Special Event Usage



	Approx. usable sq. ft.	Ceiling ht.	Classroom 3 ppl/6'	Theater	Banquet 10 ppl/60"	Reception	Conference	U-Shape	Square
Brinkley Gallery (1880s)*	1,300	13	18	50	40	75	22	21	24
Carkeek Gallery (Salmon Stakes)*	1,700	13	N/A	N/A	56	150	N/A	N/A	N/A
Founders Lounge	600	12	N/A	N/A	N/A	30	22	N/A	N/A
McCurdy Gallery*	2,500	9.5	70	160	160	250	48	58	60
McEachern Auditorium**	4,100 [^]	25	N/A	373	N/A	N/A	N/A	N/A	N/A

NOTE: Capacities are approximations and dependent upon aisles, audio/visual requirements, food & beverage service, entertainment, etc.

*Galleries can be combined for receptions of up to about 500.

**Lobby is adjacent to auditorium. Capacity is approximately 60, and the lobby can be used for registration, ticket sales, exhibitor/display tables, and small receptions.

[^] House measurement only. Stage approximately 1,200 sq ft.; backstage approximately 380 sq ft.

Facilities available: Daily from 7am – midnight.

Catering: Choose from among recommended caterers, or bring your own for an additional fee.

Fees: Security damage deposit of \$250.00 reserves event space.

Full event fees are due three weeks prior to the event (in addition to security deposit).

ADA: Fully accessible – parking, ramps, restrooms.

Parking: 160 free parking spots on site.

Insurance: Client must provide adequate liability insurance policy and endorsement.

Miscellaneous: Inquire about educational programs, and additional gallery access.

Event Services

Seating: 200 MeshOne™ folding chairs, 20-6' tables; 20-60" rounds, 6-30" bistro tables.

Bar facilities: Client or caterer provides liquor, bartender, banquet permit or liquor license.

Dance floor: Available through party rental agencies (NOTE: Brinkley and Carkeek Galleries have solid, non-carpeted floors ideal for dancing).

Decorations: Weighted balloons, centerpieces and votive candles permitted (dependent upon gallery). No glitter or confetti permitted. Artifacts and exhibits must not be disturbed.

Cleanup: Facility restored to original condition; all event-related materials and garbage removed from building and grounds by client unless otherwise specified.

Audio Visual: LCD projector, Slide projectors, 16mm film projectors, screen, microphones (wired or wireless), podium, overhead, CD player, cassette player, flip chart, portable PA system, easels, TV/VCR, laptop, Internet. .

Auditorium equipment

Stage: Oak parquet, approximately 38' wide x 22' deep x 32" high

Lighting: Versatile repertory plot, 48 instruments, 24 dimmers

Sound: Sound system with stereo front speakers and mono back fill, 16-channel mixing board, 2 stage monitors.

Other amenities: 373 padded seats (raked and numbered); 13' x 20' screen; long lens slide projectors with remote; upright piano; 2 dressing rooms; loading dock; adjacent lobby with public entrance; fully air-conditioned and carpeted.