



SPECIAL EVENTS PRICING SHEET 2011/2012

GALLERY RENTALS*

Room	Regular Rate	501c(3) Rate
McEachern Auditorium	\$900	\$700
McCurdy Gallery	\$900	\$700
Brinkley Gallery	\$735	\$575
Carkeek Gallery	\$735	\$575
Founders Board Room	\$75 / hr	\$75 / hr

*Gallery rental includes one event staff, six hours of use, tables and chairs, furniture set up, internet access, & parking. For Auditorium events, one podium microphone is included.

POPULAR GALLERY COMBINATION RENTALS*

Rooms	Regular Rate	501c(3)Rate
McCurdy Gallery & McEachern Auditorium	\$1350	\$1050
Carkeek Gallery & Brinkley Gallery	\$1100	\$875
McCurdy, Carkeek, & Brinkley Galleries	\$1775	\$1400
Entire Museum	\$2450	\$1950

*Rates determined by taking 25% off of total price of galleries to be used.

ADDITIONAL FEES

Staffing – Per additional staff (determined by events office based on client’s needs)	\$22/hr
Security Fee – Applied to events beginning before 8am or ending after 8pm.	\$50
Catering Fee – Applied to events using a non-preferred caterer.	\$200
Dumpster Fee – Disposal of trash/recycling accumulations beyond first bag	\$100
Overtime Charges – For facility access time beyond the first six hours*	\$100/hr

* **Unscheduled building access will be charged at double the standard rate, on an hourly basis**

ADDITIONAL SERVICES*

Extra Gallery Access – For viewing purposes only; <i>must be arranged in advance.</i>	INQUIRE
Guided Tours – 25 people max. \$50 for first tour / \$25 for each following tour.	1st - \$50 2nd - \$25
Lectures - Have our historian talk at your event!	\$200

* **All are subject to availability and must be arranged ahead of time.**

TECH RENTALS

Gallery Sound – For use of portable PA system in galleries	\$125
Basic Auditorium Sound – Use of up to 2 additional sound channels or inputs	\$50
Full Auditorium Sound – Use of up to 8 sound channels or inputs	\$125
Engineered Auditorium Sound – For any event requiring more than 8 inputs or involving live music	\$250
Basic Lights – Single lighting look on Auditorium stage	\$60
Full Lights – Multiple cues or lighting looks on Auditorium stage	\$120
Data Projector – Use of in-house LCD projector	\$200