




TOUCHSTONEGALLERY

SINCE 1976

901 New York Avenue NW Washington DC 20001 • Wed-Fri 11-6 Sat-Sun 12-5 • 202-347-3787 •    @touchstonewdc
www.touchstonegallery.com • info@touchstonegallery.com

EVENT RENTALS PRICE LIST

Touchstone Gallery is available for special events rental - cocktail parties, fundraisers, breakfasts, brunches, meet-and-greets, happenings, and life celebrations.
Featuring a bright, sleek space, with rotating art exhibits by member artists.
Convenient to public transportation and parking.



- Next to CityCenter DC and Walter R. Washington Convention Center
- 1000 sq. ft. of modern gallery space
- Capacity: 150 standing 70 sitting
- Street level location
- Two accessible, unisex restrooms
- ADA compliant
- 15 ft. ceilings
- Track lighting
- Ceilings fans
- Finished concrete floors
- Catering prep area and utility sink
- Convenient to public transportation and parking

FEES

Mon, Tue, Wed, Thurs

Morning, Afternoon - \$200 per hour set up, event, clean up
Evening - 5pm to 11pm - \$1800 for set up, event, clean up
(\$200 each extra hour)

Fri, Sat, Sun

Evening - 5pm to 11pm - \$2500 for set up, event, clean up
(\$300 each extra hour)

Sat, Sun

Morning, Afternoon - \$300 per hour set up, event, clean up
**Weekend rate applies to all holidays.*



TERMS:

Non-refundable Rental Deposit equal to 25% of the total due when this contract is signed.

Refundable Damage Deposit of \$1000.00 prior to the event, or leave a credit card number on file that can be charged in the event of damage. *(In the alternative, a credit card authorization form can be filled out)*

Security Staffing: It is the policy of gallery to require all parties renting the gallery for an event to include in their expenses the cost to provide third party security for the duration of the event. Security to be provided exclusively by "Massive Entertainment"

Insurance: Renters must obtain a Certificate of Insurance naming Touchstone Gallery as an additional insured for the day of the event. The policy should provide liability coverage of no less than \$1,000,000.00.

Touchstone is a non-smoking venue.

More information available at www.touchstonegallery.com