

## **Corporate/Private Event 2019-2020 Facility Rental Spaces and Fees**

<b>Sculpture Barn and Wildflower Sculpture Garden</b>	<b>\$4,000 (Saturdays)</b>
	<b>\$4,000</b> Memorial Day/Labor Day Sundays
	<b>\$3,000 (Fridays &amp; Sundays)</b>
	<b>\$2,500 (Thursdays)</b>
	<b>\$2,000 (Monday thru Wednesday)</b>

Includes use of the Barn and Garden patio (with awning).

Space can seat up to 130 for dinner & dancing, or up to 250 for a standing cocktail reception.

Includes wedding ceremony in garden or 2<sup>nd</sup> floor staircase in main building (N/A in September).

Includes access to 1<sup>st</sup> & 2<sup>nd</sup> fl exhibits in Main Building (basement and 1<sup>st</sup> fl only in September)

This space is heated but not air-conditioned.

AVAM Security Guard & Event Manager fee is additional (\$35/hr).

\*\* July/August rate is reduced to \$2,000 Fri-Sun; Not available to rent Thanksgiving-late March

<b>JRVC Banquet Room</b>	<b>\$7,000 (Saturdays)</b>
	<b>\$7,000</b> Memorial Day/Labor Day Sundays
	<b>\$6,000 (Fridays &amp; Sundays)</b>
	<b>\$5,500 (Thursdays)</b>
	<b>\$4,500 (Monday thru Wednesday)</b>

Includes the 3<sup>rd</sup> floor banquet room of the Jim Rouse Visionary Center.

Wedding ceremonies ONLY can take place on the 1<sup>st</sup> floor at no additional charge (after 6pm).

Space can accommodate up to 490 for cocktails or up to 400 for dinner & dancing.

Includes tables & chairs, stage, warming pantry, and access to the JRVC 1<sup>st</sup> & 2<sup>nd</sup> fl exhibits during event.

AVAM Security Guard & Event Manager fee is additional (\$35/hr).

This space is climate-controlled.

\*New Years Eve weddings – call for pricing and additional information.

<b>JRVC 2<sup>nd</sup> FI Conference Room</b>	<b>Half Day Rental \$350 / Full Day Rental \$700</b>
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Available for small corporate meetings only. Not available for social/private events.

Available only for weekday, daytime functions.

½ rate is considered any 4 hour window. Full day rate is considered any 8 hour window.

Additional fees required for events beginning before 9am (\$35/hr) subject to availability.

Space can seat up to 32 guests with tables configured in a variety of shapes and seating formations.

Includes tables, chairs, screen & projector, wifi, and access to tour JRVC exhibits during the event.

Access to tour the exhibits in the Main Museum is available for an additional fee. (N/A Mondays)

### **Contract/Cancellation Policy**

If you would like to book AVAM for your special event, you must sign a contract and confirm reservation with a 50% deposit (payment in full required for JRVC conference room rentals). The deposit given at the signing of the contract will be refunded (50%) provided cancellation occurs in writing at least 4 months prior to the event.

**However, if the event is scheduled during a premium month – April, May, June, September, October, November – the deposit is non-refundable.**

### **AVAM Staff**

AVAM provides an Event Manager and trained Security Guards to work each event. AVAM staff is mandatory. If additional guards are needed for larger events there is an extra fee. The number of Security Guards needed for an event is determined by the number of people schedule to attend an event. **AVAM Event Manager and extra guard rates are charged at \$35 per guard/per hour of event (plus set-up & breakdown time).**

**\* Ceremonies that take place in the main building on the staircase or 1<sup>st</sup> fl JRVC must begin after 6pm, with set up beginning at 5pm. Events in the JRVC 3<sup>rd</sup> floor banquet room and the Barn & Garden area last up to (5) hours, and all events must end by 11pm (Fri, Sat, & Memorial Day/Labor day Sundays) or 10pm (Sun-Thurs). 3 hours are additionally provided for caterer/vendor load in and set up and 1 hour allotted at the end for caterer/vendors to breakdown and clean.**