



location: 2300 North Fort Valley Road • Flagstaff, AZ 86001 mail: PO Box 296 • Flagstaff, AZ 86002
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art, music, culture...it's all better up here.

flagartscouncil.org

Coconino Center for the Arts Wedding or Party Rentals Q & A

The Coconino Center for the Arts is a 4000' square foot Art Gallery and Theater. Art displays rotate through the gallery year round and renters should expect an exhibit in the gallery during their event. Interior walls and pedestals are arranged the week of installation which is one week prior to the exhibit opening. Keep this in mind when considering us as a venue. We encourage you to visit the exhibit once it is open to decide on your layout for the event. For more info on the exhibit themes, please check out our website at www.flagartscouncil.org.

Event length

Our facility can be rented for a minimum of 5 hours and event rentals must be concluded by midnight. The date of the event and our open business hours will dictate the earliest you can access the building for set up. Renters are responsible for set up and break down of equipment and materials, including but not limited to: tables, chairs, linens, dance floor, sound system, decorations.

Can the artwork and walls be moved for my rental?

With a 48-hour notice, some of the pedestals/artwork can be moved at the discretion of the Executive Director or the Operations Manager. Free standing walls and artwork on the walls will not be moved. Signs, posters, or other artwork cannot be hung on the walls over or around other art.

Tables and Chairs

If requested, we do have sixteen 60" round tables and eight rectangle tables for rent. We also have 100 chairs that can be rented. You are responsible for set up and returned to their chair caddy, and tables back to the garage by the end of your event.

Catering or Kitchen?

We do not provide catering or have a kitchen. We have recommendations for catering services that have worked on events at the Coconino Center for the Arts and are familiar with our building. We do not provide linens, dishware, glassware, or flatware. It is important that you or your caterer handle these items. In the past, renters have had the cater park by the one car sized garage door, and use that as access to the gallery for serving.

Alcohol?

Alcohol is permitted on the premises as long as you meet the current Arizona Liquor License laws. You or your caterer must provide a liquor license from the Arizona Dept. of Liquor licenses for the date of your event if alcohol will be sold. If you have questions regarding the requirements, please contact the AZ Dept. of Liquor Licensing directly at (602) 542-5141.

Decorations

The art of the current exhibition running for your rental date is your décor. We do not allow any flames inside of the building, no exceptions. Keep in mind the following when deciding on your

decorations: glitter, confetti, tacks, nails, or tape are not permitted. Nothing can be placed over the artwork.

DJ/Band/Dance Floor

The gallery has a stained concrete floor. You may have a dance floor, based on the layout of the exhibit. The dance floor must be approved by FAC staff 1-2 weeks prior to your event. This is to ensure artwork and your guests safety.

Insurance

You must obtain insurance prior to your event. Such insurance coverage shall include, but not be limited to, an occurrence-type comprehensive general liability insurance endorsed for premises-operations, products/completed operations, contractual, broad form property damage, host liquor liability, and personal injury with a limit of \$1,000,000.00 per occurrence and aggregate limit of \$1,000,000.00 per incident.

Handicap accessibility

Our building has a ramp at the front door for wheelchair access to the Gallery and the back row of the Theater as well as the restrooms. There is also a side door to the Theater at the front of the building that will provide wheelchair access to the front row of the Theater.

Dressing room

There is one private dressing room that can be used for the bridal party that can be accessed from the Gallery or the theater. Please let us know prior to your rental if you would like this room included.

How to reserve the date

Please call us at 928-779-2300 to verify if your date is available. If you would like to reserve the date, please let us know as soon as you can. We will issue a rental contract that must be signed and returned with the deposit, to hold the date.

Please do not hesitate to contact us if you have any further questions, 928-779-2300 ext. 105. Email: kkosola@flagartscouncil.org.