

400 South Front Street Memphis, TN 38103 901.576.0708 www.robinsongallery.com

Welcome to the Jack Robinson Gallery!

Located in the heart of the historic South Main Arts District, The Robinson Gallery is a popular venue for private parties held against the backdrop of Jack's captivating photography and Rainbow Studio's beautiful stained glass windows. Featuring a spacious prep kitchen, as well as handicapped access, it is the perfect location for weddings, receptions, business luncheons, and parties of all kinds! We provide the perfect atmosphere for a real Memphis feel of music, soul, and history.

Facility Information:

- Over 2,500 square feet of gallery space across two floors
- Accommodates up to 250 guests
 - Space for a seated wedding ceremony for 135
- Prep kitchen
- · Street parking is available or parking lot can be rented from Premium Parking
- No limitations on caterers or other vendors
 - Keg policy: Due to issues with leaking, NO kegs are allowed unless they are in kegerators. All other alcohol is permitted.

Included With Your Rental:

- Use of all our tables and chairs:
 - 15 60" Round Tables
 - 12 6-ft Banquet Tables
 - 2 8-ft Banquet Tables
 - 2 4-ft Banquet Tables
 - 4 Bistro Tables
 - 200 Wooden Folding Chairs
- Projector
- Sound system and microphone
- 2 concert pianos (must be arranged prior to event)

Pricing and Payment:

- Rental price varies according to size and type of event and day of the week
- Rental fees are for up to 12 hours with a 12am cap
- 25% deposit, signed rental agreement, and proof of insurance are due at time of booking
- Balance must be paid one week prior to the event
- Cancellations within 30 days of the event date will be charged in full
- Hourly fees for party attendant and security guard may apply

For Pricing Information and Gallery Reservations: Nia Rincon 901.576.0708 or <u>jackrobinsongallery@gmail.com</u>

> Operations Manager: Larry Shaw 901.691.8316