



# Facility Rental

Hold your next event at  
the Newark Arts Alliance

The Newark Arts Alliance provides a beautiful, inspiring space at a reasonable cost. We'll do our best to accommodate your needs for your next business meeting, party, performance, or other event!

## General Facility Rental

### Facility and Equipment

General facility rentals at the Newark Arts Alliance include:

- The use of our main gallery, classroom, kitchenette, and restrooms.
- Tables (4, 6' x 2.5' & 4, 30" high-top rounds), 40 chairs, and 6 stools are available and included in your rental fee.
- An attendant to open and close the building.
- *Free parking* in the adjacent lot.

### Rental Fees

- 1 hour: \$75
- 2–3 hours: \$150
- Additional time: \$35/hour for rentals over 3 hours
- Total rental time is inclusive of set-up and clean-up; please plan accordingly.

### Concerts & Performances

For a performance, we can seat about 30 people in the Main Gallery. The NAA does not provide sound equipment or personnel to assist with the event (e.g., ticket takers).

## Birthday Parties

Creative and fun – for kids, teens, and adults! Party rentals include:

- Exclusive use of our classroom for 2.5 hours (\$100)
- An art instructor for a one-hour project (\$50)
- Project materials (per person/amount varies by project)
- Choose from a variety of projects. An attendant is also available for children's parties (\$25) but is not required if an adult assists.

## Guidelines

- All rentals are subject to availability and suitability for our space.
- A non-refundable deposit of \$75 is required to confirm your reservation; it will apply to your total rental fee.
- Reservations must be paid in full at least 2 weeks in advance. You can pay by check or credit card.
- Cancellation/Refund policy:
  - The \$75 deposit is non-refundable; we are happy to work with you on rescheduling your event.
  - A rental cancelled with more than two weeks notice is eligible for a partial refund of the amount paid, less the security deposit and a 20% administrative fee.
  - No refund can be issued when a rental is cancelled with less than two weeks notice.
- Renter must provide adult supervision if attendees under the age of 18 are present.
- Renter is responsible for clean-up. Office space and equipment are not included in any facility rental.
- Any damage to art work will be the responsibility of the renter and will be charged at the cost of the piece damaged or the cost of repairs at the discretion of the artist.

## To plan your event or for more information

Contact Pamela Draper, Executive Director, at 302-266-7266 or [pamela@newarkartsalliance.org](mailto:pamela@newarkartsalliance.org)

Revised: 5/2024

## Newark Arts Alliance Facility Rental Reservation Form

### Contact Information

<b>Primary Contact Name</b>					
<b>Organization</b> (if applicable)					
<b>Address</b>					
<b>City</b>		<b>State</b>		<b>Zip</b>	
<b>Phone</b>		<b>Email</b>			

### Rental Information

<b>Name or Type of Event</b>					
<b>Date of Event</b>					
<b>Event Start Time</b>		<b>Event End Time</b>		<b>Number of Guests</b> (approx.)	

<b>Rental Start Time</b> (include time for set-up & guest arrival)		<b>Rental End Time</b> (include time for clean-up & guest departure)	
<b>Total Rental Time</b>	hours	<b>Total Rental Fee</b>	\$

#### **Rental Fees**

- 1 hour: \$75      • Additional time: \$35/hour for      • Total rental time includes set-up and
- 2–3 hours: \$150      rentals over 3 hours      clean-up; please plan accordingly.

### Payment Information

Make checks payable to Newark Arts Alliance or have us call you to process your credit card payment. \$75 deposit is due to hold the date. Balance is due one week before the event.

**Email or mail this form with payment to:**

[info@newarkartalliance.org](mailto:info@newarkartalliance.org) | Newark Arts Alliance, 207 Louviers Dr., Newark, DE 19711

**I understand and agree to abide by the guidelines listed on page 1 of the Facility Rental form.**

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**Signature of primary contact**

**Date**