

THE CULTURAL CENTER AT ROCKY NECK – BUILDING USE INFORMATION

WHO MAY CONTRACT TO USE THE CULTURAL CENTER?

- Individuals, Groups and Organizations (Members and Non-members)
- For Events, Workshops & Functions such as private parties, weddings, meetings, classes (one-time or ongoing), concerts, dances, poetry or literary readings, simple theatre, demonstrations etc. Please note there is more information and different rates for wedding events.

WHAT IS AVAILABLE FOR USE?

- Wheelchair Accessible to both floors
- Both floors, the main Gallery and Studio Level, may be used if available
- 50 folding chairs and 4 six-foot long folding tables
- 2 wheelchair accessible Bathrooms
- Use between 7 AM to 10 PM, with exception of exhibition times, Thurs-Sun 12-4pm, or 6pm June – August.
- Decorations may be placed **only** with prior approval
- Any changes in the existing layout must be approved in advance - may require additional fees
- **None of the artwork or exhibits may be moved or obscured**
- Maximum Capacity is 100 persons
- An industrial sink and prep area are located on the Studio Level

This is a **Non-Smoking Facility** including within 20 feet from doors and open windows.

CLEANING and REFUSE POLICY:

- **'Carry in...carry out'** is in effect for all uses.
- **'Leave the space as you found it'** with premises cleaned and equipment/furnishings in place.

FEES:

- \$275 4 hours Non-Members
- \$175 4 hours Members
- \$ 25 per hour Artistic Workshops (Apply via info@rockyneckartcolony.org)
- \$ 25 per hour Classes
- \$ 50 per event Special Offer to non-profit organizations

ALCOHOL: The Cultural Center does **not** have a liquor license. If parties renting the facility plan to sell alcoholic beverages, they must make arrangements with a bartending service or caterer that supplies a **TIPS-trained bartender, liability insurance** and a **one-day liquor license**. If you plan to *give alcohol to your guests at no cost*, this must be discussed and arrangements made with the Cultural Center before the event booking can be confirmed.

CANCELLATION POLICY:

- If a cancellation occurs **less than 48 hours** before the scheduled event, a charge of 50% of the total fee will be assessed.

For more information and availability please contact: Suzanne Gilbert Lee, executive director via email: director@rockyneckartcolony.org or at the Center: 978-515-7004.