

## 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, and functions such as private parties, meetings, classes (one-time or ongoing), concerts, dances, poetry or literary readings, simple theater, demonstrations, etc. (Please note the information for weddings is contained in a separate document.)

### What is available for use?

- Both floors are wheelchair accessible by lift
- Both floors may be available for use - Main Gallery level and lower Studio level
- 60 folding chairs and 6 six-foot folding tables are available for use
- 2 wheelchair accessible bathrooms are available on the lower Studio level
- Use is available from 7 am and 10 pm, with the exception of exhibition times (Thursday through Sunday from noon to 4pm in the winter and noon to 6pm in the summer)
- Decorations may be placed **only** with prior approval
- Any changes to the existing layout must be approved in advance and 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; includes within 20 feet from doors and open windows.**

### Cleaning and Refuse Policy

- **Carry in- carry out** is in effect for all uses. Please provide trash bags and a means to removing all waste and returnable items from the site.
- **Leave the space as you found it** with premises cleaned and equipment and furnishings in place

### Fees:

- |                                  |  |
|----------------------------------|--|
| • <b>\$500 for up to 4 hours</b> | <b>Non-Members private event rental with building support</b>  |
| • <b>\$250 for up to 4 hours</b> | <b>Members private event rental with building support</b>  |
| • \$25 per hour                  | Artistic Workshops   |
| • \$25 per hour                  | Classes  |
| • \$50 per event                 | Special offer to non-profit organizations without building support (opening/closing/setup/breakdown) |
| • \$100 per event                | Non-profit cultural event with building support  |

Wedding rental fees by request

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. Within the 48 hour window, the total fee may be charged.

For more information and availability please contact,  
Director at [director@rockyneckartcolony.org](mailto:director@rockyneckartcolony.org) or call the Center at 978-515-7004.