



ArtsTech in partnership with Jackson County COMBAT, MyARTS and the Storytellers, Inc. are located at 1522-24 Holmes Street is located in the Crossroads Art District near downtown Kansas City, Missouri just blocks from the Power and Light District and Sprint Center enhance the lives of youth through the development of marketable artistic and technical skills.

ArtsTech has adjacent parking in the lot south of the building (16th & Holmes), which has 40+ spaces and plenty of off-street parking.

Maximum capacity, four-hundred (400).



To Reserve the Gallery, contact us at 816-461-0201, or via email at artstech@artstech-kc.org or visit our website at www.artstech-kc.org.

OTHER SERVICES

EQUIPMENT RENTAL

AV equipment - \$50 rental fee

Sound system - \$100 rental fee

Screens or display boards – \$100 rental fee

Divider curtains – installed - \$200 rental fee

6' or 8' banquet tables - \$8 each

48" or 60" round tables - \$9 each

30" tall round tables - \$10 each

Metal folding chairs - \$3 each

Table Linens

Round - \$8 each

Rectangular - \$10 each

SECURITY

ArtsTech will provide a security officer (s) at the request of renter. Contracted security officer (s) rate is \$40/hour. This fee will be added to you rental rate at time of contract.

MANAGEMENT SERVICES

An ArtsTech staff person will be on site during the duration of the event in case of a building emergency. The cost of the on-site person is included in the rental rate. All rentals include two hours prior set-up time for your event, on-site coverage at/during your event, and half hour cleanup time at the conclusion of your event. If additional time is request, you will be billed \$15/hr, additional fee for the staff person on duty.

Currently there is NO direct air-conditioning in the Gallery. There is one window fan that removes the heated air from the space. There are also tower fans and industrial fans that are used to cool the space if necessary. A mounted heating unit is available to provide heat during the winter months.

ArtsTech is not responsible for climate changes inside or outside the building. ArtsTech will make your guests as comfortable as possible, but the final decision is yours in determining if the building will be too hot or too cold.



A Center for Youth Enterprise

THE GALLERY AT ARTSTECH

7,000 Square Feet

Loft Style Rental Space



1522 Holmes Street
Kansas City, MO 64108-1536

816-461-0201

816-461-0210—Fax

Website: artstech-kc.org

THE GALLERY AT ARTSTECH

Loft Style Event Space!

If you're looking for a meeting place,
look no further.

ArtsTech has 7,000 sq ft of usable
space.

Rental Fee over 3 hrs- \$650
Events 3hr/less - \$350
Plus Security Deposit - \$100
(Deposit refundable after event)



Weekdays – 9AM to 10PM
Saturdays – 9AM to Midnight
Sundays – 9AM to 10PM

Gallery rental applications may be obtained from our Web site, www.artstech-kc.org, or by calling the office at the number above. No rental shall be considered until a completed and executed application is submitted to the office with the appropriate fees (including the necessary security deposit), at a time no later than two weeks after the application date. All rentals are subject to the approval of the Executive Director or his designee.

The rental fee must be paid in full at least thirty (30) days prior to the rental date or with the application, whichever is the sooner.

The security deposit is **due at the time of application**. All money shall be returned if the application is not approved. The security deposit will be **returned within 14 days after the function** providing that all of the guidelines have been adhered to. The deposit is subject to any damages or miscellaneous expenses incurred during the rental period. If damages occur that are more than the security deposit, applicant agrees to pay for the extra damages.

RENTAL AGREEMENT

The following Rental Policy contains important information regarding the use of the Gallery. It is imperative that you read and review the items listed below. You may obtain a printable version of the Rental Policy from our Web site. Please note that the Rental will be considered NULL AND VOID if the application for hall rental is not completed and returned within two weeks of the application date, unless otherwise agreed to by the Executive Director. The application date is the date the application is mailed or otherwise provided to the applicant.

The Gallery rental agreement may be amended in writing by the Executive Director and applicant to fit the particular needs of the rental party and/or staff.

A written cancellation request must be received by the ArtsTech office in advance of scheduled event. Refunds will occur as follows:

If the written cancellation is received by greater than 30 days' notice—full refund of rental and security deposit.

If the written cancellation is received between 15 and 30 days' notice—full refund less \$100 cancellation fee.

If the written cancellation is received with 14 days or less notice—no refund.

The Gallery will be set up based upon your specific written diagram at the time of signed agreement. Ten (10) tables and one-hundred (100) chairs will be available for use and is included in basic fee. Additional tables and chairs may be delivered or brought in one day prior to your event. ArtsTech can also rent tables and chairs for your event for an additional fee.

Decorations shall be limited to tables, railings and beams only. Wall or ceiling decorations must be approved by ArtsTech.

The renting party is responsible for clean up of Gallery area, making sure all rubbish gets into the trash bins. This is critical to security deposit refund.

Any damages that occur to the Gallery that are a direct result of your rental party will be deducted from the security



deposit. If the damages amount to more than the security deposit, the applicant will be responsible for all costs to repair the Gallery to its original condition.

NO cooking will be allowed. Only the preparation of cold foods and use of warming tables with sternos of precooked hot foods or catering will be allowed.

If alcoholic beverages are to be sold (e.g., cash bar) proper licenses are required.

No alcoholic beverages are to be sold during office hours of operation, (Monday thru Friday, 8AM – 6PM).

Renting party must serve food/snacks.

Renting party must provide at least two (2) designated drivers for those in need throughout the event.

If an event has a cash bar, the applicant must obtain a Kansas City, Missouri, liquor license and present the certificate three days in advance of the event to ArtsTech.

