



**A R T S C O U N C I L O F  
P R I N C E T O N**

***Rental Guide***

The Arts Council of Princeton (ACP) (the non-profit arts organization housed in the Paul Robeson Center for the Arts), is pleased to offer rental space for artists, arts educators, local non-profits and community groups. The spaces can be adapted to accommodate a wide range of events. The Paul Robeson Center is the ideal location for: corporate breakfasts and luncheons, executive retreats, business meetings, cocktail receptions, buffets, elegant seated dinners, private celebrations, screenings, lectures, adult birthday celebrations, children's birthday parties and much more. (For information on children's birthday parties, please see <http://artscouncilofprinceton.org/birthday-parties/>)



**Rental Spaces & Costs**

(Pictures available at <http://artscouncilofprinceton.org/space-rental/>)

<b>Robert R. Solley Theater:</b>	\$105/hourly
<b>Theater Lobby:</b>	\$85/hourly
<b>Communiversity Room:</b>	\$85/hourly
<b>Taplin Gallery:</b>	\$105/hourly
<b>Sigmund Lobby:</b>	\$85/hourly
<b>Sands Gallery:</b>	\$85/hourly
<b>Graves Terrace:</b>	\$85/hourly
<b>Painting, Reeves or Burke Studio:</b>	\$85/hourly
<b>Dance Studio*:</b>	\$85/hourly



### **Equipment Available Upon Advance Request, Free of Charge:**

- Theater, Plastic or Folding Chairs, Artist Stools
- Artist Easels
- Music Stands
- Podium
- Coat Racks
- 8' Tables, 6' Tables

### **Scheduling & Steps to Rent Space:**

1. Review available rooms and studios [below](#)
2. Review [rental rates](#)
3. Submit [space request form](#) through website at least 45 days before the date you are interested in. If you have not received a response within 2 days, please follow up with Erin by calling 609.924.8777
4. Visit the space, if needed
5. Receive a quote form and work out the details with a member of our staff.
6. Once details are in place, receive and then review the contract
7. Return signed contract and 50% of balance due to officially book the space

### **Catering/Food Service:**

Many of our renters chose to serve food during their event. We have several recommended caterers that have worked with us and have successfully held events ranging from receptions to sit-down dinners at the Paul Robeson Center for the Arts. Without a traditional kitchen, food preparation and service at this facility is unconventional, with the Painting Studio (with ample electrical outlets and a sink) transforming into a viable caterer's space. Renters are also welcome to bring in food and/or work with a caterer of their choice. If the Solley Theater is rented for an event, we require food to be served in the Solley Lobby. For all events where food is to be served, there is a flat \$100 janitorial fee.

### **Piano Use:**

For rentals in the Solley Theater, a Steinway B piano is available for use at a rate of \$50/hourly. The piano is tuned every 6 months. Additional piano tuning, requiring 6 weeks' notice, is also available for a flat fee of \$250.

### **Linen:**

Our 6 foot and 8 foot tables require table linen for any special events. Tablecloths are available onsite, but at a cost of \$5/tablecloth.

**Opening Charges:**

The Arts Council of Princeton's hours vary throughout the week and semester. Our typical hours are Monday through Thursday, 9 am through 9 pm, Friday and Saturday 9 am through 5 pm, and Sunday we are closed – however this can vary depending on the time of the year. When you send in your rental request, you will be informed of whether the Arts Council will be open at the time of your rental. If your rental is planned outside of our open hours, we charge an additional \$75/hour fee to cover staffing and building costs.

**Parking:**

Unfortunately no parking is available on site. Please check <http://www.princetonparking.org/> for information and inform any of your guests that they must use street parking or any of several nearby parking lots during your event.

**Discounts Available:**

Discounts offered are 30% for Non-profit & Community Organizations, 50% for Arts Educators & Collaborators, and 85% for Individual Creative Use (only available for dance and painting studios\*), off of the hourly listed prices above. Discounts must be requested with submission of the space rental request.

