



ARTS COUNCIL OF
PRINCETON

SPACE RENTAL

RENTAL SPACES AND COSTS

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

Robert R. Solley Theater	\$125/hour
Solley Theater Lobby	\$95/hour
Communiversality (CV) Room	\$95/hour
Theater/Theater Lobby/CV Room	\$250/hour
Taplin Gallery	\$150/hour
Sigmund Lobby	\$95/hour
Sands Gallery	\$95/hour
Michael Graves Terrace	\$95/hour
Painting*, Reeves or Burke Studios	\$95/hour
Dance* Studio	\$95/hour
Tech Fee (sound/lighting/projection)	\$125/hour
Staging (cost per 4' x 8' section)	\$50
Steinway Model B Piano	\$75/hour
6' and 8' folding tables	\$15/each
Janitorial Fee (when food is being served at your event)	\$125

EQUIPMENT

Available Upon Advance Request

- Theater, Plastic or Folding Chairs, Artist Stools
- Artist Easels
- Music Stands
- Podium
- Coat Racks
- 8' Tables, 6' Tables: \$15/folding table

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 Beth Harrison by calling 609.924.8777 x 108
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 choose to serve food during their event. We have several recommended caterers that have worked with us and have successfully held events 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 \$125 janitorial fee.

PIANO USE

For rentals in the Solley Theater, a Steinway B piano is available for use at a rate of \$75/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/ paper 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 \$100/hour fee to cover staffing and building costs.

PARKING

Unfortunately, no parking is available on site. Please check princetonnj.gov for parking 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 20% for Non-profit & Community Organizations, 40% for Arts Educators & Collaborators, and 75% 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.