



ARTS COUNCIL OF
PRINCETON

RENTAL GUIDE

The Arts Council of Princeton (ACP) is pleased to offer rental spaces for artists, arts educators, local non-profit organizations, community groups, corporations and individuals. Some of the spaces can be adapted to accommodate a wide range of events. Centrally located in downtown Princeton, the Paul Robeson Center for the Arts is the ideal location for film screenings, private celebrations, lectures, corporate breakfasts and luncheons, executive retreats, business meetings, and more. (For information on children's birthday parties, please see <http://artscouncilofprinceton.org/birthday-parties/>).



RENTAL SPACES AND COSTS

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

ROOMS AND SPACES

Robert R. Solley Theater	\$125/hour
Solley Theater Lobby	\$85/hour
Communiversity Room	\$85/hour
Theater/Theater Lobby/Comm. Room	\$250/hour
Theater/Theater Lobby/Painting Studio	\$250/hour
Taplin Gallery	\$150/hour
Sigmund Lobby	\$85/hour
Sands Gallery	\$85/hour
Michael Graves Terrace	\$85/hour
Painting*, Reeves or Burke Studios	\$85/hour
Dance* Studio	\$85/hour

ADDITIONAL SERVICES AND FEES

Tech Fee (sound/lighting/projection)	\$125/hour
Tech Fee (microphone or screen only)	\$25/hour
Staging (cost per 4' x 8' section; 4 available)	\$50
Steinway Model B Piano	\$100
Janitorial Fee (when food is being served at your event)	\$125

**Denotes rooms available for Creative Use discount – please see Discounts Available section.*

EQUIPMENT AVAILABLE WITH ADVANCE REQUEST AT NO CHARGE (IF AVAILABLE)

- Padded Theater chairs (100 total)
- Artist stools and easels
- Music stands (6 total)
- Podium (w/built in speaker and microphone)
- Coat racks
- 6' and 8' folding tables

HOW TO RENT SPACE

1. Review available rooms and studios [on our website, artscouncilofprinceton.org](http://artscouncilofprinceton.org)
2. Review [rental rates](#)
3. Submit [space request form](#) through our website **no less than 45 days before the date you are interested in**. If you do not receive a response within 2 days, please follow up with Beth Harrison by calling 609.924.8777, ext. 108
4. Schedule a visit to see the space, if needed
5. Receive a quote form and work out specifics of your rental with Beth Harrison
6. Once details have been finalized, receive and review the rental agreement
7. If acceptable, return a signed rental agreement with your security deposit and 50% of the rental fee to secure the space

CATERING/FOOD SERVICE

Many of our renters choose to serve food during their event. We have several recommended caterers with whom we have worked successfully over the years and who are familiar with our facility. Without a traditional kitchen, food prep and service can be facilitated by selecting the Solley Theater/Lobby/Painting Studio package (the Painting Studio has ample electricity, prep tables and a sink) as a workspace for caterers. You are welcome to provide your own food or use your own caterer. If you choose the Solley Theater for your event, we allow breakfast or snacks to be served in the Theater. Lunch or dinner service requires selection of the Solley Theater/Lobby/Painting Studio package or Solley Theater/Lobby/Communiversy Room package. For any event that includes food, there is a flat janitorial fee of \$125.

PIANO USE

For rentals taking place in the Solley Theater, a Steinway Model B piano is available for use at a flat rate of \$100/event. The piano is tuned once per year. Additional tuning, which requires 6 weeks advance notice, is also available for a flat fee of \$250.

LINENS

Our 6' and 8' tables (30" wide) require table linen for any event. White paper tablecloths are available onsite with one week notice, at a cost of \$5/tablecloth. Renters are welcome to provide their own linens.



OPENING CHARGES

Our hours of operation vary throughout the week and during semesters. Typically, we are open Monday-Thursday, 9 AM-8 PM, and Friday-Saturday 9 AM-5 PM. We are normally closed on Sunday. When you submit your rental request, we will inform you if the facility is scheduled to be open at the time of your rental. If your rental is planned outside of our open hours, we charge an additional fee of \$80/hour to cover staffing and facilities costs. There is a 3-hour minimum charge for opening the building outside of our normal schedule.

PARKING

We wish we could, but unfortunately we cannot accommodate additional vehicles in our small parking lot. Please check princetonnj.gov/parking for information on public parking. There are several public parking lots very close to our building, and metered parking is also available nearby. **In deference to our neighbors, we request that you do not park on any of the residential streets in our neighborhood.**

DISCOUNTS AVAILABLE

Discounts on current rental rates are offered at 20% for Non-Profit or Community organizations; 40% for current Arts Educators, and 75% for individual Creative Use*. There is a 10% discount offered to current Sustaining-level (and above) Members. Discounts must be requested with submission of the Rental Request, and proof of current Non-Profit status must be verified. These discounts apply solely to the rental fee of the selected room(s). Discounts are not available on piano, janitorial, opening, linen, or any other applicable charges.

*Creative Use discount is only available for use of the Dance or Painting Studios.