

NON-PROFIT

2017-2018 Facility Rental Spaces and Fees

Sculpture Barn and Wildflower Sculpture Garden	\$3,200 (Saturdays)
	\$2,500 (Fridays & Sundays)
	\$2,000 (Thursdays)
	\$1,500 (Mon thru Wed)

Includes use of the Barn and Garden patio (awning included)
Space can seat up to 130 for dinner & dancing, or up to 250 for a standing cocktail reception.
Includes access to the exhibit in main building for guests (N/A in September).
(1) security guard is included in rental fee; AVAM Event Manager fee is additional (\$35/hr).
This space is heated but not air-conditioned. Discounted rates offered in July & August. Not available for rental Thanksgiving-late March

JRVC 3rd Floor Banquet Room	\$6,000 (Saturdays)
	\$5,000 (Fridays & Sundays)
	\$4,000 (Thursdays)
	\$3,000 (Mon thru Wed)

Includes the 3rd floor banquet room of the Jim Rouse Visionary Center.
Space can accommodate up to 490 for cocktails or up to 400 for dinner & dancing.
Includes tables & chairs, stage, screens & projectors, podium & microphone, and warming pantry.
Includes access to the JRVC 1st & 2nd floor exhibits during event.
(1) security guard is included in rental fee; AVAM Event Manager fee is additional (\$35/hr).
This space is climate-controlled.
* The JRVC 1st fl can also be rented for cocktails/small dinners after 7pm for an additional fee.

JRVC 2nd FI Conference Room **Half Day Rental \$250 / Full Day Rental \$500**

Available for small meetings only. Typically available only for weekday, daytime functions.
½ day rate is considered any 4 hour window. Full day rate is considered any 8 hour window.
Additional fees required for events beginning before 9am or ending after 6pm (\$35/hr)
Space can seat up to 32 guests with tables configured in a variety of shapes and seating formations.
Includes tables, chairs, screen & projector, wifi, and access to tour JRVC exhibits during the event.
Access to tour exhibits in the Main Museum Building is available for an additional fee.

Contract/Cancellation Policy

If you would like to book AVAM for your special event, you must sign a contract and confirm reservation with a 50% deposit (full deposit required at time of booking for the Conference Room space). The deposit given at the signing of the contract will be refunded (50%) provided cancellation occurs in writing at least 4 months prior to the event. **However, if the event is scheduled during a premium month – May, June, September, October – the deposit is non-refundable.**

AVAM Staff

AVAM provides an Event Manager and trained Security Guards to work each event. One guard is included in the facility rental fee to keep galleries open, but there is a fee for the AVAM Event Manager (mandatory). If additional guards are needed for larger events there is an extra fee. The number of Security Guards needed for an event is determined by the number of people schedule to attend an event. **AVAM Event Manager and extra guard rates are charged at \$35 per guard/per hour of event (plus set-up & breakdown time).**

* Events that take place in the 1st fl JRVC must begin after 7pm. Events in the JRVC 3rd floor banquet room and the Barn & Garden area can start anytime. Events can last up to (5) hours, and all events must end by 11pm (Fri & Sat) or 10pm (Sun-Thurs), with three hours additional allotted for caterer/vendor load in & set up and one hour additional allotted for caterer/vendors to breakdown and clean.