

UPSTAIRS ARTSPACE RENTAL POLICY: EVENTS

The Upstairs Artspace is housed in a handsome, two-story building in the heart of downtown Tryon. The building was completely renovated in 2004 for the primary purpose of exhibiting art. There are three gallery areas which can be used separately or in combination for different purposes, but particularly for art exhibitions, social events, and public meetings and programs.

At street level there is a large gallery; a smaller, more intimate gallery; two restrooms and a small catering kitchen. On the lower level there is a very large gallery and two restrooms.

Please call the Upstairs at 828.859.2828 to make a reservation.

III. RECEPTIONS, PARTIES AND CULTURAL EVENTS

For a party or an event such as a wedding reception and private parties the fee is \$400. for a (3) three hour minimum event and \$75. per hour charge over three (3) hours which includes set up and break down. This fee is for one of the galleries two levels. If both of the levels are used the fee is \$600. as well as the \$75. per hour fee over three (3) hours. It should be noted that the Upstairs can provide seating for 70 people, a stage, movie screen, podium, etc. If the event is held during gallery hours, staff will be provided. Otherwise it is the responsibility of the lessee to pay for a gallery representative to be on hand and a fee negotiated between the two parties.

Private rental of the gallery is subject to the approval of the executive committee.

A non refundable security deposit of 50% is required for all reservations. A set up fee may be negotiated at the time of booking.

Please note any piece of art missing after the event will be considered purchased by the event organizer.

Name _____

Address _____

Phone Number _____ E-Mail _____

Organization Name _____ Event _____

Date of Event _____ Time _____

Gallery Representative _____

Fee _____ Total Hours _____ Security Deposit _____

Special Needs /Other Remarks _____

Gallery Clean Up/Trash Removal and check list:
