

Northwest Arts Center Rental Fees

Rental Hours:

Monday – Sunday: 8am-10pm

Notes:

- ✓ Rental times need to include set-up and take-down time.
- ✓ Two-hour minimum applies to all rentals.
- ✓ 30% off regular rate for non-profit groups with proof of 501(c)3 status

Rental Fees

<u>Room</u>	<u>Square Feet</u>	<u>Capacity</u>	<u>Hourly Rate</u>
Studio B – Medium size classroom	735	40	\$40
Studio C – Small meeting room with kitchenette	357	12	\$40
Studio D – Dance studio and banquet room	1,950	100	\$60

Special Uses:

If you are hiring a company to provide a service for your event such as on-site catering, music, entertainment, games, and/or additional equipment a permit is required and must be approved in advance. Complete details can be found in the [Facility Rental Guidelines](#).

Submit the [Indoor Facility Special Use Form](#) as soon as hired companies have been selected. Our office will work directly with them to meet requirements. Deadline to meet requirements is 21 days prior to event date.

Additional Charges

Cleaning Fee:

If additional cleaning is required after rental \$100/hr (plus overtime charges)

Overtime Charges:

Billed at twice the hourly rental fee, including the facility staff fee, at 15-minute increment.

Facility Staff:

Required for all after-hour and weekend rentals\$25/hr

Note: Additional staffing fees may be required for large groups, groups serving alcohol and other groups at the facilities discretion.

Cancellation Fee:

Minimum \$35 up to 100% of rental fees. See Cancellation and Rescheduling Policy in the [Facility Rental Guidelines](#).