

threewalls Gallery Rental Information

threewalls is a not-for profit visual arts program that has been supporting art in Chicago since 2003. All proceeds from rental of the gallery go towards supporting programming, including artists fees, facilities and exhibitions.

The basic cost of renting the gallery requires that the renter provide their own staff for set-up and take-down under supervision of a threewalls staff member. The renter provides all of their own equipment and supplies and is responsible for all clean-up and trash removal.

The 3-hour event package is meant for smaller events with minimal set-up and clean up, i.e. a talk or screening. The 5-hour event package is geared towards longer events with more time for set-up and clean-up and may require the gallery be closed to the public. i.e. a fundraiser or dinner party. Organizations that would like use of the space for all day events (conferences, symposiums or meetings) are subject to a seperate rate.

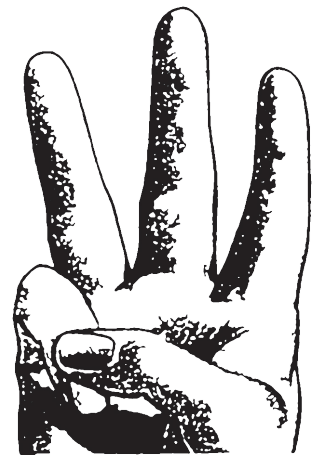
A security deposit of \$500 (cash/check) is required at the time of signing the contract. The security deposit will be returned to you at the end of the event.

All rentals are subject to the current exhibition and program schedule. Some exhibitions cannot accommodate events. Gallery rental is an opportunity to expose more people to the art on exhibition, therefore the exhibitions will not be deinstalled for any event. Exhibitions are monitored by a threewalls staff to ensure safety of artwork.

A 48-hour cancellation notice is required. If notice is not given, there is a cancellation fee of \$100 that will be taken out of your security deposit.

Use of a PA, projector and a full kitchen are available but are subject to additional charges.

Event capacity depends on whether your event requires seating or standing room only. We recommend you visit the space and consult with one of our staff before making inquiries.



threewalls

Gallery Rental Fees & Equipment

Small event: literary readings, seated musical events (quartets etc.), screenings, small get-togethers

Attendance: 15-50 pp (can be accommodated seated)

Approximately 3 hours (max) + 1.5 hours set-up & clean-up \$300

Non-profit rate \$150

Large event: ALL fundraisers (regardless of length), larger parties

Attendance: 50+; max 150pp (can be accommodated standing only)

Approximately 5 hours (max) + 2 hours set-up & clean-up \$750

Non-profit rate \$400

Daytime rate: meetings, symposiums and conferences occurring between 9am and 6pm including set-up and take-down. Requires closure of the gallery to public.

Attendance: 15-50 pp (can be accommodated seated)

For-profit rate \$750

Non-profit, institutional rate \$400*

Additional Charges:

Rental of AV equipment and installation (PA system and/or theater projector) \$100

Kitchen use for food prep or service \$100

threewalls can provide a limited number of banquet table and chairs. Events must provide their own service materials (dishware, glassware, platters etc.) and linens. Depending on the event, renters must provide their own insurance. threewalls does not have their parking, although street parking after 6pm is ample and pay-lots are located throughout the neighborhood.

*programming by small organizations with budgets less-than \$300,000 will be considered in trade

threewalls is not available for rental on: December 24th, 25th, and 31st. All other dates are subject to inquiry.

For more information on rental, please contact Lauren Basing at lauren@three-walls.org or call the gallery at 312-432-3972.

