



gallery rental guide

2220 Superior Viaduct Cleveland, OH 44113 phone and fax (216) 621-2314 msimmons@SPACESgallery.org

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SPACES, an internationally recognized nonprofit arts organization, offers a unique atmosphere for any gathering, from weddings to corporate retreats. Imagine your friends and family mingling among contemporary paintings, drawings, and sculpture while enjoying wine and hors d'oeuvres. Whether you're celebrating a 30th birthday or a golden anniversary, SPACES will make the occasion unforgettable.

Located on the ground floor of an historic brick building on the western edge of downtown Cleveland, our facility is accessible to the entire metro area. Rental events take place in our main exhibition area, a 5,500-square-foot gallery featuring hardwood floors, 11-foot ceilings and adjustable track lighting. We offer a memorable setting for individuals who admire the eclectic, the unexpected and the exceptional.

Our gallery is best suited to evening programs or receptions for 50–200 people. Approximately 250 guests can comfortably mix in our exhibition space, and 100–150 will have ample room to enjoy a seated affair, depending upon the current installation.

Our rental availability is determined by exhibition restrictions, configurations and installation schedules. SPACES is not available for rental between exhibitions. Events can be booked a year in advance; however, we finalize our schedule every three to six months. The gallery is not air conditioned, but the building is handicap accessible.

Gallery Hours

Tuesday–Thursday 11–5:30; Friday 11–7; Saturday 11–5:30; and Sunday 1–5.

Gallery rental occurs on a first come, first served basis. However, our Benefactor and select Corporate Members have first choice of dates. Please note that reservations will not be finalized until we issue a reservation confirmation to the event host and receive the deposit.

All events begin after gallery hours and occur between 6 pm and 12 am. (On the days we are normally open until 7, the gallery will close early at 5:30 pm.)

Set up can start at 4 pm on the day of the event, and deliveries can be made the day prior. While most events begin after the gallery closes, small meetings may take place during gallery hours with staff approval.

Contact person

Call Marilyn Ladd-Simmons at 216-621-2314 or email msimmons@spacesgallery.org

Equipment

Event hosts are welcome to use our stove, refrigerator and waste bins. In addition, there are a limited number of tables and chairs available for a fee.

Parking

Free off-street parking is available.



Insurance

Event hosts agrees to provide SPACES with a certificate of its liability insurance, naming SPACES as an Additional Insured, with a combined single limit of not less than \$1,000,000, requiring not less than thirty (30) days notice of cancellation or change, addressed to SPACES. (This policy is often available through home owner or business insurance).

Liquor

SPACES does not hold a liquor permit. We allow liquor in the gallery as long as it is not sold to guests. To sell liquor, the event host will have to present a liquor permit within at least fourteen (14) business days prior to event. Smoking is strictly prohibited.

Catering

SPACES does not employ an in-house caterer; however, we are happy to provide recommendations.

Gallery Rental Rate

Gallery rental is based on the number of guests and the amount of work required by our staff to prepare for the event. We do offer nonprofit group pricing, but SPACES' board and staff must approve all benefits and fundraisers and accompanying printed materials.

Other Fees

Staff: In addition to the rental fee, SPACES requires the presence of staff members at each event. All events require two attendants. SPACES reserves the right to add additional staff as necessary. The event host is required to pay each staff member \$75.00 for up to 6 hours.

Security: SPACES does not provide security. Group User is required to contract with a private security firm for an off-duty Cleveland police officer for the duration of their opening event. It is up to the Group-User to secure and pay for security. SPACES is not liable for any loss or damage of any items or materials brought to its premises by the event host or its guests.

Cleaning: The event host is responsible for set up and clean up. The gallery must be returned to its original state. SPACES reserves the right to charge a fee of \$50 for additional work.

Deposit: Payment of one-half the rental fee and the gallery attendant's fee within at least fourteen (14) business days prior to event. The balance of the rental fee plus other agreed upon charges will be billed after the event.

Quotes

I'll never forget my wedding at SPACES. The creative setting made a huge impact.

We held a reception for my organization's supporters at SPACES, and everyone raved about the gallery. It's a beautiful spot for a party.