



maryland art place

Gallery Rental Information

MAP is currently offering the following rental rates:

Daytime before 5 pm = \$1,200

Evening after 5 pm = \$2,200

Each rental rate is for a four-hour event that includes:

- 1 hour set-up
- 4 event hours
- 1 hour breakdown
- Complimentary janitorial services
- Access to 3rd floor kitchenette

Should you wish to hold an event for longer than four hours, the following rates will apply:

- \$300 per hour for additional event hours
- \$100 per hour for additional set-up/breakdown hours
- \$200 per hour for events that extend past midnight

Additional information:

- Before the event can take place you must also provide an **insurance rider**, listing MAP as additional insured for \$1million for events 50 guests or more.
 - Insurance can be purchased through MAP should renter not have access to insurance. Prices vary.
- MAP requires a **50% deposit** at the time of contract signing, with final balance due two weeks prior to event date.
- All events must take place between **11 am and 12midnight**.
- The gallery space can hold approximately **150 standing guests** comfortably in the gallery. Space may be limited for seating.
- Liquor permits are required if alcohol will be served.
- The space measures approximately 2,800sq. ft.
- MAP does **NOT** rent gallery space for shows and exhibitions.
- For catering services, we recommend *Chef's Expressions*. (<http://www.chefsexpressions.com/>)

Contact:

Robbin Lee

Executive Assistant

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To submit a request to rent the space, please fill out the
MAP Gallery Rental Request Form found at:
<http://tiny.cc/MAPrental>



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