



EVENT PLANNING GUIDE

EVENT PLANNING

To start planning your event, **CALL** 407.648.7060 or **EMAIL** kquast@dadorlando.com

From vibrant and ornate to intimate and serene, CityArts Orlando is a venue that provides a unique, delightful, and inspiring experience for its visitors. Displayed on its historic walls are works of art created by local, regional, and international artists. CityArts Orlando is managed by the Downtown Arts District, a not-for-profit 501(c) 3 organization, dedicated to serving local and emerging artists for more than 20 years. The building, formally known today as the Rogers Kiene Building, was built in the 1886 by English settler, Gordon Rogers. In that time, much of Downtown Orlando was surrounded by cattle farms and citrus groves.

This dark green building, adorned with red trim and iron wall treatments, is a beautiful example of Queen Anne style architecture. Considered the oldest functioning commercial building in Orlando, the Rogers Kiene building has a vibrant history of serving the community as many things. It has been the home to a gentlemen's club, a bowling alley, a dance studio, a political office, a general store, a theater, and now, a cultural hub of 6 individual art galleries, working studios, and a café. The building was named an Orlando Historic Landmark in 1978 and was added to the National Register of Historic Places in 1983. In its 134 years of existence, this building continues to thrive, while enhancing downtown Orlando's growing community.

With multiple spaces available throughout the building, CityArts Orlando can serve as an excellent venue for events ranging from corporate meetings to cocktail receptions. If you have a love of history and/or art, CityArts Orlando is the right place for you to host your next event!

VENUE AMENITIES

- (12) 60" round reception tables seating 8 guests comfortably per table, (100) Black or white resin chairs
- (8) 6' tables, and (7) cocktail tables. All additional tables and chairs must be rented through xxxx
- Reduced rate garage parking one block from the building.



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- Flexible room configuration to suit large or small groups.
- One event coordinator who will work closely with client to ensure that the event proceeds smoothly and efficiently.
- Digital screen available for personalization
- Refer to the preferred caterer list for CityArts Orlando. All food and beverage must be provided by a caterer on the vendor list or by special request and agreement to venue guidelines.
- Linens are not included; linen arrangements must be made through your selected caterer.
- Event times vary based on event location and day of the week.
- To confirm a facility rental, a non-refundable deposit in the amount of 50% of the rental fee, refundable damage deposit of \$400, and a signed facility rental agreement are required within 2 weeks of receiving the contract. The remaining balance is due 1 month prior to the event date. Any additional charges are due 1 week prior to event date. Event space is not confirmed until a contract has been executed.
- Cancellation of an event must be done via email and will result in a loss of any money put toward reserving the event space.

EVENT SPACE	SEATED	COCKTAIL	THEATER/CLASS	RECEPTION
Gallery A	50	100	75	100
Cafe	30	50	NA	50
Gallery B	80	100	100	100
Side Gallery	16	20	20	30
Spotlight Gallery	10	16	15	30
Young Artists Gallery	16	20	20	30
Redefine Gallery	30	30	30	30
Courtyard	100	150	100	150



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PRICING AFTER HOURS (3 HOUR MINIMUM)

EVENT SPACE	FRIDAY - SUNDAY	MONDAY - THURSDAY
Gallery A	\$1500	\$1250
Cafe	\$750	\$500
Gallery B	\$1500	\$1250
Upstairs/Downstairs and Courtyard	\$3000	\$2500
Side Gallery	\$500	\$500
Spotlight Gallery	\$500	\$500
Young Artists Gallery	\$500	\$500
Redefine Gallery	\$500	\$500
Courtyard	\$1000	\$750

Use of any of the gallery spaces when the gallery is open is \$150 per hour. Except on Monday's when the gallery is closed then the rate is the standard \$1250 for 3 hours.



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ADDITIONAL FEES

*Your event must end and be cleaned out by the agreed upon time noted in the contract. An additional fee of \$150 per hour will be charged to the card on file if the event extends past the contract time. This fee may be deducted from the damage deposit if no damages are incurred to the art or building.

** An event is classified as private if not open to the general public. If you require the gallery to be closed during our regular business hours to host your private event, an additional fee of \$200 per regular open hours will be applied. For example, your private event is from 4-8 on a Saturday. We are typically open to the public until 6:00 pm. In addition to the rental fee, \$400 will be added to accommodate the early closure of the gallery. This does not include set up time unless you request the gallery be closed to the public during your set up.

***Any event over 4 hours will be subject to an additional \$100 cleaning fee

Table and chairs are included, but table linens are not included and must be rented or supplied by the caterer. CityArts does have black linens available for rent at the following rates:

60" Round per	\$10
6' Rectangle per	\$7
Cocktail Table Snugs per	\$7



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CityArts requires that all food and beverage be served by one of the licensed and insured caterers below. Should you provide your own alcohol to be served by one of our caterers we require that it be dropped off at the caterer's facility prior to your event.

PREFERRED VENDORS

The vendors below are the preferred vendors of CityArts because of the quality of their services. Although we do not require that these vendors be used, we highly suggest them and stand behind their services and products.

4Rivers BBQ: 4rsmokehouse.com

Arthur's: arthurscatering.com

Big City Catering: bigcitycatering.com

Cocktails Catering: cocktailscatering.com

Cuisiniers: cuisinierscater.com

Dubsdread: dubsdreadcatering.com

John Michael Catering and Events: johnmichaelevents.com

Maxine's on Shine: maxinesonshine.com

Millennia Catering: milleniacatering.com

Pom Pom's: pompomsteahouse.com/catering

Puff n Stuff Catering: puffnstuff.com

Sonny's BBQ: sonnysbbq.com/catering

Tim Webber Events: timwebberevents.com

CORPORATE EVENTS/OTHER

Apple Spice Junction: applespice.com

Le Gourmet Break: menupages.com/le-gourmet-break/150-s-magnolia-ave-orlando

Mediterranean Blue: mediterraneanblue.net

Panera: panerabread.com/en-us/home.html

Pom Pom's: pompomsteahouse.com

BAR SERVICE

Party Servers (Bartender Service): www.partyservers.net

Shakers: shakersbarcatering.com



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FLORISTS

Flower No5
In Bloom Florist
Lee Forest Design
Lee James Floral

ENTERTAINMENT/DJ

Britt Chase-Shelleé
DJ BMF
DJ Lindsay Leigh
DJ Live Productions
Fun Factory Entertainment
Junction 88 Productions
Smiling Dan
Vinylinist, Michelle Jones

PHOTO BOOTHS

Just For You Photo Booths
Photobooth Rocks
SNAP! Studio Booth

PHOTOGRAPHY

Ashley Jane Photography
Macbeth Studio
Rudy & Marta Photography
Steven Miller Photography
Zulay Aristigueta

DÉCOR AND FURNITURE RENTAL

AFR
Chic! Event Furniture
Orlando Wedding and Party Rentals
Swag Décor



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FREQUENTLY ASKED QUESTIONS

What is the event rental time? What is the earliest that I may arrive?

What is your weather contingency plan when renting the alley?

The event rental time is from 6:00pm-10:00pm. Set-up and break down take place before and after these times. The event client has access to event space no sooner than 4:00pm the day of the event. CityArts staff and facility will not be available for services including pictures, set-up, vendor load-in, item drop, etc. until after 4:00pm on event day.

In the case of inclement weather, CityArts events staff require a weather call be made by 3:30pm the day-of the event in order to give vendors and our set-up crew time to complete event set-up. If the National Weather Service, or any of the local stations, forecasts 40% chance of rain or higher between the set-up time and the event end time, the event will be moved indoors. Once the call is made and the event area is set up indoors, or kept outdoors, the event set-up is considered final. CityArts retains the right to make the final decision to move forward with weather plans. Our Signature gallery A will be used as a back-up location.

Is there ample parking? Will guests be charged for parking?

We have several parking garages around us. So parking is ample. If you use the Plaza parking garage we can valid each ticket so the cost will be \$4. The provided directions will direct your guests to the correct parking garage.

Should I place an earlier start time on my invites?

We do not advise placing an earlier start time on invites. If the event is to begin at 6:00pm, the time on the invitation should be 6:00pm. Guests will know that your event will start at this time and will be able to plan accordingly.

My guests are arriving by bus, is there a place for them to be dropped off and picked up?

No.

Do you offer on-site coordination? If so, what services are included and is there an additional charge for them? Will the coordinator supervise day-of?



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Yes. Once it becomes closer to your event date, we will introduce you to an Event Coordinator from our team. The Event Coordinator will be onsite the day of the event from beginning to end. The Event Coordinator is included with the facility rental to make sure the event proceeds smoothly and efficiently. Event Coordinator will:

- Schedule load in of all vendors, confirm any table and power needs, and confirm any event details.
- Create room diagrams of event location(s) and share them with client and vendors.
- Direct set-up crew in the placement of tables and chairs, guide vendors to their set-up locations, and be available to answer any questions.
- Client is required to load out all event items at the conclusion of the event.
- Client's caterer will be responsible for the service and clean-up of all food and beverage.

Can I provide my caterer with alcohol that I purchase?

Yes. Many of the caterers on our Certified Catering List allow you to provide them with alcohol you have purchased. We do require that the alcohol is dropped off with the caterer, and then the caterer brings it on-site. They are the ones to serve it and pack up any remaining alcohol and will bring it to the designated individual's vehicle at the end of the night. CityArts staff is unable to handle any of the alcohol. Kegs are not allowed on site.

Do you have preferred caterers? Do I have to choose one off of your list?

Yes. Only caterers who have met the standards set forth by CityArts are eligible to cater an event. You can find these caterers on our Certified Catering List. Absolutely no food or beverages may be brought into CityArts by individuals.

Do you have decoration restrictions?

The use of glitter, confetti, release lanterns, sparklers, loose moss, and fog or smoke producing machines are prohibited at CityArts. We also recommend décor items that are heavier and lower to the table to not interfere with the art.



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Can I have open flame candles?

The use of real candles at is **STRICTLY PROHIBITED** at CityArts. The wood structure of the building and the quantity of art make this too dangerous to allow.

What kind of image can you place on the digital signage screens?

We can put slide shows, logos, videos etc on the big screen. This might incur an extra fee.

When can items be delivered?

Deliveries to CityArts must be coordinated and approved through the events department. Deliveries must be delivered the day of the event. CityArts staff is prohibited from loading/unloading, moving or conveying any deliveries, equipment or decorations. It is the responsibility of the client to move items to the event location from the vehicle and to remove or ship the items at the conclusion of the event.



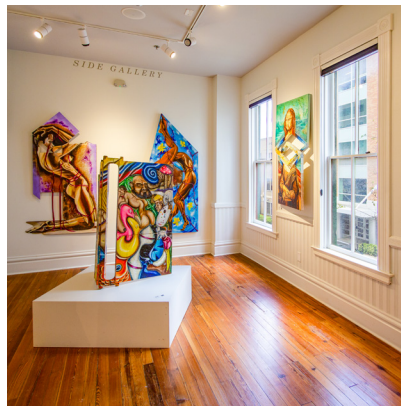
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