



## WHAT DOES THE CARNEGIE ARTS CENTER HAVE TO OFFER?

### THE LOFT

**The Loft** is a modern 2,500-sf. multi-purpose space, featuring beautiful hardwood floors and flexible set up and media options. It is the perfect space for a dinner, reception, rehearsal, performance or concert. For your rehearsal or performance needs, theater-quality lighting and sound are available with the assistance of a trained technician. The room includes wireless microphones, projector and screen for media presentations. There is a curtained “backstage” area, mirrored walls for rehearsals, and access to two changing rooms with private restroom facilities.

Capacity in **THE LOFT**:

- Seated dining: 160 guests
- Standing reception: 350 guests
- Theater style: approximately 200 guests (depending on layout)



### GEMPERLE GALLERY



The historic **GEMPERLE GALLERY** is located in the upper level of the original Carnegie Library building. The 2,000-sf. room features hardwood floors, traditional woodwork, elegant arched windows, and a classic ambience. A portable microphone, projector and screen are included in the room for media presentations if desired.

Capacity in the **GEMPERLE GALLERY**:

- Seated dining: 96-120 (depending on layout)
- Standing reception: 250
- Theater style: approximately 150 (depending on layout)

### FERRARI GALLERY

The 3,000-sf. **FERRARI GALLERY** features a variety of changing art exhibitions throughout the year. As permitted, your guests will enjoy the exhibition on view during your event for a uniquely engaging experience. Docent-led tours of the exhibitions are available during your event upon request.

Capacity in the Ferrari Gallery:

- Seated dining: subject to exhibition layout and restrictions (estimated at 100-120)
- Standing reception: 250 guests



### HILMAR CHEESE COMPANY LOBBY



The **LOBBY** is a generous atrium space, with a glass wall fronting the **PLAZA**. The **LOBBY** may be rented separately or in conjunction with rental of the **FERRARI GALLERY**, **GEMPERLE GALLERY** or **THE LOFT**. Overall, the **LOBBY** space is 1,400-sf. Lobby capacity:

- Standing reception: 115 guests

### GARTON / BETHEL STUDIO

Each of these **STUDIO'S** spaces is 900-sf. They can be rented singly or together for birthday parties, special art projects, or small group meetings. The **BETHEL STUDIO** opens onto the **Turlock Rotary Patio** and your class or party can take advantage of this bonus space if weather permits. The **STUDIOS** both have working sinks for clean-up, and they share a private restroom.

Maximum capacity in each Studio:

- Classroom set up: 30-40 guests (depending on layout)



### PLAZA

The outdoor **PLAZA** can be rented separately or in conjunction with other rental spaces for larger functions and to provide an outdoor area for seating or overflow. It has built-in bench/wall seating, young trees, and ground level lighting. The **PLAZA** may be rented separately for special events or acoustic concerts. There is a small, raised platform/stage area for performers.

\*All rentals include use of 60” round tables, 8’ and 6’ banquet tables, chairs and use of the catering kitchen.

## RESERVE SPACE FOR A MEETING OR EVENT AT THE CARNEGIE ARTS CENTER

- Read this packet carefully to make sure the Carnegie Arts Center (CAC) will meet your rental needs. If you are unsure what space is suitable for your event, give us a call and we can help determine the right space for your event.
- Call to check space availability. Ask to place a tentative hold on the date(s) and time(s) of your proposed event. If a completed application is not received within two weeks, the hold will be lifted.
- To initiate a reservation, event organizers should submit a completed event application, including non-refundable \$50.00 application fee.
- Upon approval of your application, you will be required to complete a CAC Use Agreement and provide the CAC with a deposit of at least 50% of the estimated rental fee within 30 days of approval. Your reservation is not finalized until a completed Use Agreement and 50% fee deposit are received. The remaining fees are due in full no later than 15 days prior to the event. Events not in compliance will be canceled by the CAC and the non-refundable application fee will be forfeited.
- Applications will be processed on a first come, first-served basis.

WHAT TO DO	RECOMMENDED TARGET DATE
Reserve Room	Up to 1 year, but no later than 30 days prior to event
Submit Facility Reservation Application and \$50 application fee (to be credited toward rental upon approval)	At time of tentative reservation
Submit Facility Use Agreement	Within 30 days of application approval
Submit 50% payment of Rental Fees	When submitting Use Agreement, no later than 30 days after application approval
Submit full payment of reservation and fees estimate, including damage deposit.	15 days prior to event
Submit request for AV needs	15 days prior to event
Submit Insurance Certificate and ABC permit if applicable	15 days prior to event
Receive security deposit refund or invoice for any additional services	No later than 30 days after event
Submit any past due payments not covered by security deposit.	Within 30 days after receipt of invoice