

The Drawing Center

Facilities Rental Policies

The Drawing Center is the only not-for-profit museum in the country devoted solely to the exhibition of drawings, both historical and contemporary. Depending on the current exhibition schedule, The Drawing Center occasionally makes its main gallery available for suitable rental events.

The Drawing Center is located at 35 Wooster Street, on the ground floor of a landmark cast-iron building in the SoHo neighborhood of Manhattan. The facilities feature a beautifully renovated 3,100 square-foot gallery that is bisected by restored columns. Rental events generally take place in The Drawing Center's main gallery, which has 13-foot ceilings, pickled red oak floors, and is designed to meet the highest museum standards. Across the street from the main gallery is the Drawing Room, a 530 square-foot gallery with 9-foot ceilings and a glass roll-up front door opening onto Wooster Street.

If you are interested in hosting an event at The Drawing Center, here are some guidelines to consider when planning your event. If you would like to discuss your plans in greater detail, please contact the Public Relations and Marketing Department at 212.219.2166, x214.

- The Drawing Center is not available for rental during its regularly scheduled public hours, Tuesday – Friday, 10 am – 6 pm, and Saturday, 11 am – 6 pm. Availability is always subject to The Drawing Center's schedule of exhibitions. The Drawing Center is not able to host events between its exhibitions, as artwork is being unpacked and installed in the gallery. (Please see the schedule of upcoming exhibitions on the website.) The Drawing Room at 40 Wooster Street may also be rented, subject to availability.
- The type of rental events best suited to The Drawing Center's main gallery include evening programs and cocktail receptions for 50-200 people. Maximum capacity in the main gallery is 250 persons standing or 100-150 seated, but this varies with different exhibition installations. Maximum capacity in the Drawing Room is 50 people standing or 25-30 seated.
- We require one designated liaison between the renting party (Sponsor) and The Drawing Center who will be responsible for all event planning activities.
- The Drawing Center does not allow any form of food heating elements (warming ovens, chafing dishes, etc.) or candles in the gallery space. All rental equipment (chairs, tables, musical equipment) that will be used in the gallery spaces must have felt or rubber facing to protect the floors. If the event is catered, the caterer must make a site visit to The Drawing Center at least one week prior to the event to discuss storage, service, and clean-up logistics with the Center's staff. The caterer must also provide a certificate of insurance naming The Drawing Center as additional insured.

The Drawing Center

Facilities Rental Policies (continued)

- If an event invitation is produced, the Sponsor must show The Drawing Center a proof prior to its printing and distribution.
- The Drawing Center can make available the following amenities, at no additional charge: folding chairs (100), six-foot rectangular tables (5), one coat rack with hangers, and one podium. For an additional rental fee, The Drawing Center will allow use of its slide projectors, screens, video monitors, DVD player, video projector, and audio equipment. The Drawing Center requires the use of its professional audio technician when using their equipment.
- The Sponsor must remove all event supplies no later than the day following the event. All equipment that will be stored overnight must be removed from the gallery and placed neatly in a storage area.
- The Sponsor must remove all trash generated by the event before vacating the premises. Trash bags are provided if necessary. Trash may not be put out on the street, but must be removed completely after the event.
- All deliveries and pick-ups must be arranged in advance of the event and confirmed with a staff member.
- The Sponsor will pay \$150 to engage The Drawing Center's professional cleaners to clean the gallery the day after the event.
- The Sponsor agrees to pay for the required personnel based on the type of event, the number of event attendees and the security needs of the exhibition.
- The Drawing Center is not liable for any loss or damage of any items/materials brought to its premises by the Sponsor or its employees/patrons. A certificate of insurance must be provided by the Sponsor's caterer.
- Rental fee is negotiated on a case-by-case basis and may vary depending upon the parameters of the event and the exhibition schedule. A 50% deposit on the rental fee is due one week prior to the event, with the remaining balance due the day of the event.
- Cancellations less than one week prior to the event are subject to a fee of 15% of the rental fee.
- Smoking is prohibited anywhere on The Drawing Center's premises.