

# Venue Rental

## General Information



The Drawing Center, a fine arts museum located in the ground floor of a landmark cast-iron building in the SoHo neighborhood of Manhattan, has three beautiful gallery spaces that are perfect for hosting a wide variety of corporate or individual events.

### Main Gallery

The Main Gallery space is a classical, open space with twelve foot (12') ceilings, hardwood floors, and four architectural columns, great for a broad range of events. At 2,100 square feet, the space can accommodate 150 for cocktails, 75 for seated dinner, and 80 for presentation-style seating.



### Drawing Room

The Drawing Room is located behind the Main Gallery through two glass doors, and has eleven foot (11') ceilings, hardwood floors, and one architectural column in the middle of the room. This long rectangular space is perfect for intimate dinners, performances, and board meetings, and can accommodate 40 standing, 20 for seated dinner, and 30 for a presentation.



### The Lab

The Lab is the ideal space for films and presentations, with capacity for approximately 50 standing and 35 seated. The room features grey cement floors and white walls, and is well-suited for audio / visual presentations.

### Lobby and Bookstore

The Drawing Center Lobby and Bookstore is full of natural light with large windows overlooking Wooster Street in SoHo, making it a lovely space for a small cocktail reception or book signing for 30 guests. Refreshments must be served in this space if renting during an exhibition season.



**For more information, please contact:**

Alison Hyland

Assistant Development Director

[ahyland@drawingcenter.org](mailto:ahyland@drawingcenter.org)

212.219.2166 x216

## PRICING

| During Exhibitions  | Between Exhibitions  | Additional fees  |
|---|--|--|
| <ul style="list-style-type: none"> <li>• \$3,000 for up to 4 hours</li> <li>• \$4,500 for up to 6 hours</li> <li>• \$6,000 for up to 8 hours</li> </ul> <p>• *Please note: Food and beverages are not permitted in the galleries during exhibitions and must be consumed in the lobby</p> | <ul style="list-style-type: none"> <li>• \$5,000 for up to 4 hours</li> <li>• \$7,500 for up to 6 hours</li> <li>• \$10,000 for up to 8 hours</li> </ul> | <ul style="list-style-type: none"> <li>• Facility cleaning: \$200</li> <li>• Administrative fee: 5%</li> <li>• Use of A/V equipment: \$100</li> <li>• Security (if applicable): \$500 for 5 guards, minimum 4 hours</li> </ul> |

## TYPES OF EVENTS

|                                      |  |  |
|--------------------------------------|--|--|
| <b>Corporate</b>                     | Cocktail parties<br>Board meetings and retreats<br>Executive dinners<br>Fashion shows  | Photo shoots<br>Product launches<br>Performances<br>Film screenings and panels |
| <b>Individual</b>                    | Weddings<br>Showers<br>Engagement parties  | Rehearsal dinners<br>Milestone birthdays or anniversaries<br>...and more!      |
| <b>Nonprofit</b>                     | Please inquire about our nonprofit discount  |  |
| <b>The following are prohibited:</b> | Art displays or exhibits<br>Events during museum open hours<br>Political fundraisers or events<br>Religious services (other than weddings/civil unions)<br>Public event ticket marketing, on-site door sales, or cash transactions |  |

## INFORMATION

|                                  |  |  |
|----------------------------------|--|--|
| <b>Equipment List</b>            | 50 plastic chairs<br>4- 6ft folding tables | 2 coat racks with hangers<br>2- 4ft folding tables |
| <b>A/V equipment (\$100 fee)</b> | 2 speakers<br>1 microphone                 | 1 projector<br>1 screen                            |
| <b>Floor plans</b>               | Available upon request                     |  |

## Venue Rental Inquiry Form

### Contact Information

Name of primary contact \_\_\_\_\_

Name of company/organization (if applicable) \_\_\_\_\_

Name of event planning company and contact person (if applicable) \_\_\_\_\_

Complete mailing address \_\_\_\_\_

Phone number \_\_\_\_\_ Email address \_\_\_\_\_

### Event Information

Event type (e.g., wedding ceremony and/or reception, fundraiser, cocktail party, seated dinner)

\_\_\_\_\_

Preferred event date and time (please reference calendar of available dates) \_\_\_\_\_

Estimated number of guests \_\_\_\_\_

Estimated number of hours needed for your event \_\_\_\_\_

Please return completed forms to Alison Hyland, Assistant Development Director, via email at:  
ahyland@drawingcenter.org