



Arts Incubator Rental Information

Thank you for your interest in the *Incubator Event Loft* at the Arts Incubator!

The Arts Incubator of Kansas City is a nonprofit arts organization dedicated to working with emerging artists in the development of their careers.

In addition to business workshops and consulting, AIKC provides affordable, quality studio space and arts resources in the Crossroads Arts District– a community experiencing extraordinary growth and national recognition as one of the top arts communities in the nation.

Capacity –Maximum seated capacity (with table seating for all guests, music / dance floor, buffets, etc. and no transitions necessary) is approximately 240. For a cocktail style event (most guests standing with limited seating and music / dance floor), our capacity is around 300-320. For a theatrical style event (a seated audience with a performance space) our capacity is 400 - 450. We also have some auxiliary spaces in the building that can increase these maximum capacities (please call for more information and pricing). Also, our space can be divided for smaller events.

Dimensions – The primary event space is 70 feet wide x 35' deep (2450 square feet) with 10 to 11 foot ceilings. The connected catering kitchen is 15' feet wide x 30' deep (450 square feet). The SW corner (separate rental) is 25 feet x 35 feet (875 square feet).

Fees - Our rental rate is \$1600 on Saturdays and holidays, \$1200 for Fridays and \$900 for all other nights in Event Loft space. Discounts often apply for small events of 75 guests or less (please call for pricing). There is also an additional \$250 cleaning / damage deposit, fully refundable if the facility is left clean and in good condition. We sometimes give discounts for non-profit organizations and fundraisers. Please call for pricing on possible discounts. There is a \$50 fee for returned checks.

Requirements - There are NO other fees, requirements or limitations. You can bring in your own caterer and other services, but you are not required to use a caterer. You may choose to serve alcohol at your party but we do not allow a cash bar and no tip jar – there can be no money changing hands for alcohol. The renter is responsible for insuring that minors do not consume alcohol on Incubator property.

Furniture - We have bars, tables and chairs available for rent, but you are not required to rent furniture from us. Our tables are 66" rounds (seating 8-10 people), assorted buffet tables and bar height cocktail tables (23.5" sq. W X 43.25"T), all at 5\$ each. We have two types of chairs, our basic white plastic folding chair at \$.50 and our white wooden padded garden chair at \$2.20 each. We also have a few barstools available at \$2.20 each.

Kitchen – We have a fully equipped catering kitchen with all industrial-sized equipment, including oven/range, refrigerator, freezer, icemaker, coffee maker, dishwasher, microwave, etc. Use of our catering kitchen is included in the rental price. You can use everything in the kitchen, except the espresso machine, unless you bring in a barista (approval by Incubator Staff required) and pay an added \$30 rental fee. Up to ¼ of the refrigerator and freezer may be occupied for Incubator use – the remaining ¾ + of the space will be available for your use. The stainless steel tables stay in the kitchen – they may not be moved into the main rental space.

Decoration – We encourage you to do what you like in the space. You may attach decorations to the walls and ceiling, but please consult with us first on the best ways to do this. If you would like an Incubator artist to hang their art during your event, they are often happy to do this, and we can put you in contact with them. We do allow candles to be used, but please do not leave any burning unattended and make sure that all flames (including chafing dish heaters) are extinguished before leaving. Do not put candles on the floor.

Schedule - You have use of the space for the day of your event for a 24-hour period, from 1am - 1am. You have exclusive use of the space the day of your event. If there is not an event the previous day, we allow you to start setting up the day before your event. If there is not an event rental the day after your event, you can clean up the following day. Keep in mind that you are renting the day of your event only, any days before or after that you are allowed access is a bonus.

Parking – We do not have a dedicated parking lot. However all streets in our area have parking on both sides of the street that is unmetered and unlimited on weekends and after 5pm during the week. There are 170 on-street public parking spaces in the 2 blocks immediately around the building. Additionally there are 200+ spaces belonging to businesses that are closed on evenings and weekends – we cannot tell you that you can use them, but we know that people do use them without problems. Unless there is something going on in the immediate area (Sprint Center, Power and Light District, and Bartle Hall events *DO NOT* impact our parking) there will be ample safe and close parking for your event.

Staff - There will be a staff member present during your event, starting 1 hour before your guests are scheduled to begin arriving. They are there only for issues regarding the facility and its equipment. They will be the last person to leave the building when the party is over, or at 1am, whichever comes first. If the staff member is forced to leave after 1am, you will be charged \$50 / hour, in full hour increments.

Deposit - A 50% deposit on the facility rental price is required to book a date (we do not pencil in dates) and dates are on a first-come, first-served basis. If you mail or drop-off your payment, your date is not paid or confirmed until you receive a payment receipt. Half of your deposit is refundable up to 90 days before the rental date. If your event is cancelled after 90 days before the rental date there is no deposit refund. There may be a

charge to change your date or to change terms of your rental agreement.

Final Payments - We will schedule a time to meet at the Incubator roughly 1 week before the event for a Final Tour/Payment meeting. Final facility rental payment, furniture rental and cleaning/damage deposit are due at that meeting (payments made after 4pm on the Wednesday before your event, will be due in cash, unless approved by Incubator staff). At this meeting you will take a facility tour, and get a key to the building. The facility tour will take about ½ hour and will cover where things are, doors, elevator operation, lights, etc. We will also discuss a place that that you can use to store items that you bring in during the week.

Building - The Arts Incubator is a 24 hour a day, 365 days a year facility. There may be artists and or staff present and working in the building at any given time. Please do not block off any part of the building without staff permission. Incubator staff and artists know not to disturb your event. Your guests are welcome and encouraged to move throughout the building. We have a freight elevator that can also be used for passengers. The building is handicapped accessible.

First Fridays – On the first Friday night of every month, most of the galleries in the Crossroads are open to the public, including the entire Incubator building – including the third floor. If you have an event on FF, please keep in mind that our building will be open to the public, access to the facility will be more difficult, and parking will be at a premium. If you have an event on the Saturday or Sunday after a FF and you have been given permission to set up on or before Friday night, please keep in mind that it will be somewhat more difficult to set-up on that Friday night and that the public will have access to the space.

Website – Our website with photos is at www.artsincubatorkc.org.

We at the Arts Incubator promise you a fun, unique and problem-free event, and we thank you for considering us for your event needs!

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