

Visual Art Exchange's Warehouse District Galleries are a creative setting for a your event! The 3,000 square foot gallery hosts rotating exhibitions of local emerging artists. The space is split into a small gallery space in the front, a larger main gallery and a small experimental gallery called The Cube.



VAE 309 W. Martin Street Rental Guidelines:

1. The gallery's maximum capacity is 200 for a standing reception, 150 for theatre style seating (main gallery) and 75-100 for a seated event, depending on the style and size of tables.
2. The gallery does not provide catering, sound equipment, tables or chairs. At this time, we have no restrictions on how these arrangements are made and with whom. Alcohol may also be served, but VAE assumes no liability for alcohol distribution. If you plan on selling alcohol, you will need to get the required permits from the NC ABC.
3. The fee is \$125 per hour for up to 8 hours, including set up, the event, and clean up. There is a minimum rental of three hours required. A \$250.00 security deposit is required to hold a date.
4. Post event cleaning is required and provided by the gallery for an additional \$150.00 fee.
5. Lessees are responsible for their own event insurance.
6. This rate applies only to use of VAE during the following times: Tues. - Fri. from 5:00 PM to 12:00 AM, Sat. from 4:00 PM to 12:00 AM, and Sun. - Mon. from 8:00 AM to 12:00 AM.
7. The Lessee must be a VAE member in good standing to secure the space.
8. The gallery area and backroom, which serves as a kitchen/clean-up area, are available.
9. Storage before the event must be arranged in advance with staff and is limited due to space constraints.
10. All rentals must be discussed and approved by VAE staff and approved by VAE's Executive Director
11. Approximately 35 chairs, 2 six-foot tables, and a kitchen area with a prep counter, full size refrigerator and sink are available for lessees to use
12. A signed rental agreement, an indemnification agreement, and a security deposit made at least ten (10) days prior to the date requested will reserve the gallery. Lessee is responsible for the inspection of the premises before the event. Lessee and a VAE representative will inspect the premises after an event and agree on its status.
13. Rental payments and security deposits paid by check must be made to VAE no later than ten (10) business days before the rental date; cash and credit card payments must be made no later than three (3) days before the rental date.
14. Notice of a cancellation must be received at least four (4) days before the rental date to receive a full refund. A \$25 fee will be deducted from the security deposit for any late cancellation notice received. Rental refunds will be made by mail within fifteen (15) days.
15. A small band is permitted, but must provide sound equipment.
16. There will be a \$500 charge to remove any artwork and no artwork may be moved without specific agreement and in coordination with VAE staff.
17. Parking is not provided by VAE, but is available in the neighborhood.

