



## **Make your event a work of art!**

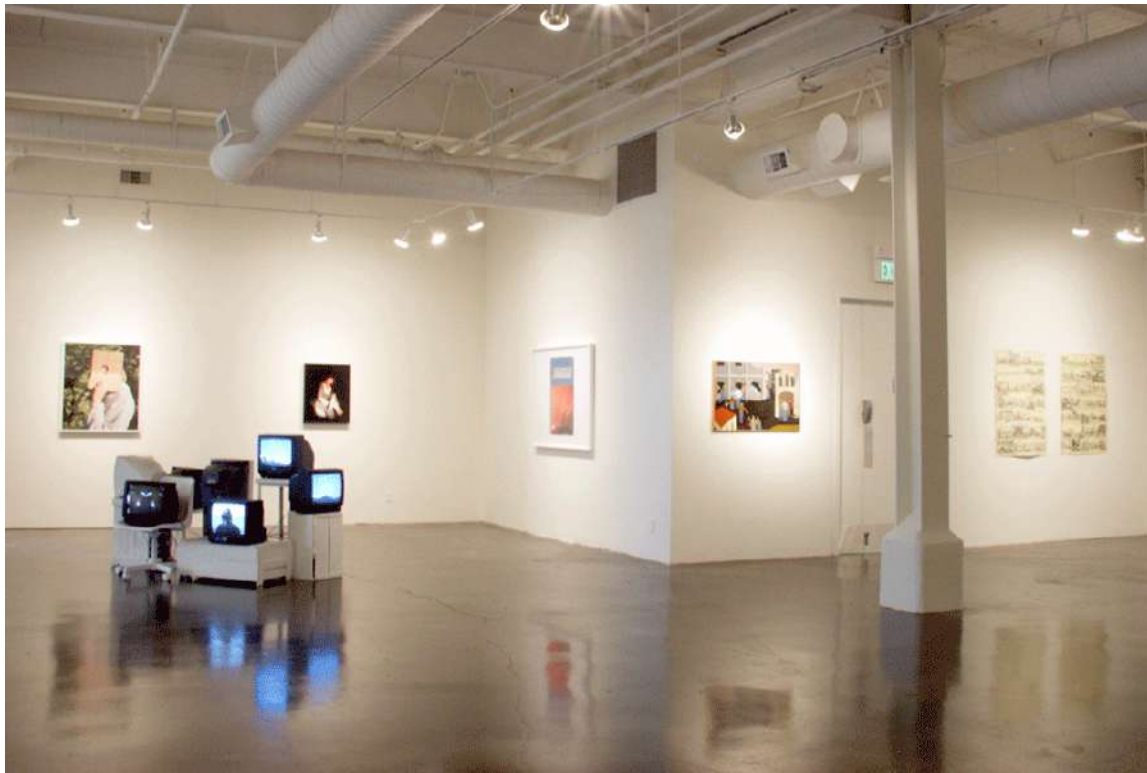
Host your next cocktail party, reception, or special event at a premier contemporary art center in the Bay Area – Kala Art Institute & Gallery.

Designed by prize-winning architects, Goring and Straja, the newly expanded Kala facility features a spacious, 2,200 sq. ft. Gallery adorned with exciting and memorable art, a light-filled classroom, and a large mixed-use artist project space. Kala Art Institute & Gallery is perfect for private parties, wedding receptions, business meetings, lectures, performances, classes/workshops, and photo/video shoots.

Support from our organized and professional staff will guarantee that your event will be exactly how you envision it.

For bookings and further information, please contact Digital Media Technician, Cole Chang, [rentals@kala.org](mailto:rentals@kala.org), 510-549-2977, x 314.

# Gallery



The Kala Gallery is an ideal space for private parties, receptions, lectures, and special events. The beautiful, 2,200 sq. ft. Gallery features high ceilings, polished, stained concrete flooring, and amazing contemporary artwork.

Capacity -- Banquet seating (100), Standing Reception (150) (44' x 56', dimensions variable)

# Community Classroom



The Community Classroom is an extremely versatile room that can be used for a variety of events including workshops, lectures, rehearsals, business meetings, or board retreats.. The Community Classroom can also be rented for printmaking or team-building parties, and can be easily configured for your individual needs.

Capacity - Classroom Seating (40), Standing Reception (65) Printmaking workshop (15) (16' x 38')

## Artist Project Space



The Artist Project Space is a great space for meetings, classes, presentations, talks, and screenings. It opens directly into the Community Classroom and can be rented for both professional and social events.

Capacity – Lecture Seating (30), Standing Reception (50) (20' x 25')

# Rates

## KALA EVENT RENTAL RATES

Half Day (<8 Hours)		Full Day (<12 Hours)	
Corporate/ Individuals	Non-profit 20% Discount	Corporate/ Individuals	Non-profit 20% Discount

## ROOM RATES

Gallery		\$1,650	\$1,320	\$2,195	\$1,756
Community Classroom		\$1,350	\$1,080	\$1,796	\$1,436
Artist Project Space		\$1,150	\$920	\$1,530	\$1,224

Kala Gallery (Entire Space)		\$4,500	\$3,600	\$5,985	\$4,788
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Extended Occupancy (hourly rate varies)		Varies	Varies	Varies	Varies
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## LABOR RATES

Event Staff (Hourly Rate)		\$45	\$45	\$45	\$45
Art De-install/re-install (Hourly Rate)		\$75	\$75	\$75	\$75
Audio/Visual Technician (Hourly Rate)		\$45	\$45	\$45	\$45

## OTHER CHARGES

Audio/Visual Package		\$275	\$275	\$275	\$275
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## RENTAL OPTIONS

If interested in renting more than one space, contact us to discuss options, pricing and availability.

## LABOR OPTIONS

Two Event Staff are required for each gallery event rental. If A/V services and equipment are needed, a 4 hour minimum for an A/V Staff Member is required.

Kala has an exciting year-round exhibition schedule. If art needs to be moved to accommodate your event, the cost of labor for moving art away and back from the event area will be charged at a rate of \$75 per hour.

# Room Capacities



Gallery -- Banquet seating (100), Standing Reception (150) (44' x 56', dimensions variable)

Community Classroom – Classroom Seating (40), Standing Reception (65) (16' x 38')

Artist Project Space – Lecture Seating (30), Standing Reception (50) (20' x 25')



# Equipment & Services

## Equipment available for rental at the following rates:

(15) 72" rectangular banquet tables - \$10.00/each    (3) wireless microphones  
(100) black padded folding chairs - \$2.50/each    (2) Electro Voice Stage System 200 speakers  
(2) easels - \$10.00/each    (1) Sound Mixer  
(1) Video Projector

## Equipment included free-of-charge:

Free secured wireless Internet access

*If A/V services and equipment are needed, a 4 hour minimum for an A/V Staff Member is required.*

*Renters will need to provide their own laptop computers.*

## Event Personnel

Two Event Staff are required for each gallery event rental.

## Catering Service

California Rose

<http://www.californiarose.com/index.php>

For further information, contact Chef Dov Sims at 510-644- 4473 /

[chef@californiarose.com](mailto:chef@californiarose.com)

California Rose is our neighbor and our approved caterer. We selected them based on their commitment to sustainable catering and event practices, delicious food, and impeccable customer service.

In addition to amazing cuisine, they offer clients staffing to assist with set-up, event maintenance, and post-event clean up.

## Coffee and Tea Service

We recommend using our next-door neighbors, Berkeley Bowl West, for your coffee and tea service needs. [www.berkeleybowl.com/catering.html](http://www.berkeleybowl.com/catering.html) They are located at 920 Heinz Ave., Berkeley, phone: 510-898-9555.

# Policies

## Rental Policies

Since Kala Gallery is an active arts exhibition space, we cannot predict what artwork will be installed in future gallery shows. All rentals will be subject to floor availability and the unpredictable nature of the artworks on display. Any changes to the exhibition layout will need to be approved in advance with the Event Rental Manager and the Director of Exhibitions. An art-handling fee of \$75/hour will be charged for changes in exhibition layout. Artwork is to be moved by Kala staff members only.

All tables must be at least 24" from freestanding art and gallery walls. Table arrangements will be worked out in advance with the Event Rental Manager.

All renters are required to provide a refundable \$150 security deposit that will be mailed to the renter in two weeks if no damages are incurred. All rental spaces must be left in the same condition as found to ensure return of \$150 refundable security deposit. Any damage done to the facility will be charged back to the responsible party.

## Music Policy

DJs and bands may perform during non-business hours and inside the facility only. Music must not be so loud that it will disturb the other tenants in the building. Musicians should provide all of their own audio equipment. All music requests must be made in advance in writing and must be pre-approved by the Event Rental Manager.



## General Liability Insurance Requirement

Depending on the nature of the event and/or the degree of risk it presents, a general liability insurance policy with a minimum of \$1,000,000 in coverage may be required to be in force during that event. Groups failing to provide proof of insurance no later than 21 days prior to the start of their event will have their reservations canceled and will be charged the \$200 administrative fee.

All third party vendors contracted by the renter to provide services for the event, such as catering, are expected to carry liability insurance coverage. Proof of such coverage will be requested prior to allowing vendor to work in the facility

Coverage for private events can be purchased from <https://www.privateeventinsurance.com/Pages/home.aspx>.

## Payment Schedule

50% of the rental fee is due when reservations are confirmed. The remaining 50% of the rental fee and the \$150 refundable security deposit is due 21 days before the event. Reservations without deposits are considered tentative and are subject to cancellation.

## Cancellation/Refund Policy

For events canceled, **21 days or more in advance**, the full amount minus \$200 administrative fee will be refunded. For events canceled **with less than 21 days advance** notice, only the \$200 cleaning fee and/or \$150 security deposit will be refunded. All cancellations must be submitted in writing to the Event Rental Manager.

## No Shows

Any group who fails to cancel their reservation and does not show up will forfeit all fees and deposits paid.

## Past Clients/Testimonials



*Thanks for hosting such a fantastic workshop. I know our teachers were thrilled with the art making in such a beautiful environment.*

- Carolyn Carr, Artist & Arts Education Consultant  
Alliance for Arts Learning Leadership

*I want to say thank you to you all for your support in making the concert such a success. It all went so very smoothly. All of you were great...thank you, thank you!! There were more people there than I could have imagined. I thought that somebody was joking when they said 'standing room only' but they weren't, and it was an incredibly warm audience. It was a very cool night.*

- Vicki Trimbach, Pianist

*The Kala Gallery was the perfect setting for our wedding reception! The exhibition was an amazing backdrop to our evening, and the staff was incredibly helpful and accommodating. Plus there was plenty of room for dancing!*

- Patrick Stockstill, Gallery Renter

*After sifting through a number of Bay Area galleries we found Kala to be the perfect space for Eric Drooker's Musical Slide Lecture. The staff at Kala were very welcoming, enthusiastic and supportive from the initial tour of the space until the last guests left the event. As for the gallery; the layout, size, accessibility and overall aesthetic of the space lent itself beautifully to all aspects of our production. We'll definitely be back and have already recommended it widely to our venue-seeking friends."*

- Kanchan Dawn Hunter Eric Drooker Productions

## Past Clients include

- Bayer Corporation
- Meyer Sound
- Achenbach Graphic Arts Council
- Luna Dance Institute
- Washington Elementary
- Biotech Partners
- Zymergen
- Alliance for Arts Learning Leadership
- Box Car Theatre
- Leonardo/ISAST
- Burrell Color Imaging
- Eric Drooker
- Pro Arts
- JFK University
- BAESC
- Alliance for Artists Community
- Alternative Technologies
- Bayhill High School
- Global Montessori
- Yet2 Consulting
- Ross Dance Company
- California College of the Arts
- School of Visual Arts (SVA)
- Zonta Club of Berkeley: Lunafest Film Festival
- Private weddings, parties, and meetings
- Exhibitions, artist talks, performances, and concerts

