

Renting the Gerald Peters Galleries for Events

Hello! Thank you for your interest in renting one of the Gerald Peters Galleries for your event! We have two galleries: Gerald Peters Contemporary and Gerald Peters Gallery. Once you have read the information regarding renting our galleries, please feel free to contact me with any further questions.

Both galleries are open until 5:00pm, with people being able to enter at 5:00pm to begin setting up. The contract states that the lessees rent the space from 5:00pm to midnight, with that including set-up time. The garden may be entered at 3:00pm to begin setting up. Both inside and outside events can begin by 6:30pm, anything earlier than that needs to be discussed with Angela, with 6:00pm usually being the earliest an event could begin.

- Gerald Peters Contemporary rental fee is \$4650.00 + tax, to rent the space from 5:00pm – midnight.
- Gerald Peters Bandelier rental fee is \$3400.00 + tax, to rent from 5:00 – midnight.
- If alcohol is served, we require security guards, which I schedule and bill to the lessee.
- Security Guard fee is \$35.00 per guard / per hour + tax. Often two guards are needed.
- There are walls in the large gallery that can sometimes be removed. If those walls need to come down, the fee is \$200.00 + tax.
- The lessee must acquire A COI (Certificate of Insurance). They are often available through home or car insurance, however, there are event insurance companies online as well.
- Once the contract is initialed, signed, and dated, I will send an invoice for \$200.00 with a Stripe link to make a secure online payment.
- The final invoice will be sent to the lessee one month prior to the event date, with the payment due one week prior to the event date. This invoice will include the balance of the rental fee, and any additional charges needed, i.e., security guards, wall removal, and/or art removal, + tax.
- While red wine is permitted outside, in the garden or on our front patio, it is not permitted inside the gallery without special permission. Rarely, we may allow red wine inside for very small groups, while seated at dinner.
- Lessees need to rent their furniture as we do not have adequate numbers of tables, chairs, dinnerware, drinkware, etc....
- Full-Service catering is usually required for any events with food or drink, as they will set-up and take-down the events, while also serving the food and alcohol. If you want to set-up your own event, we can discuss it. However, all decorations, food, and rentals need to be removed at the end of the night, unless pre-approved by Angela.
- All vendors, including catering, musicians, planners and more must be approved by the Event Director, Angela Finnes, prior to being hired, to make sure that they can work within the gallery rules and timelines, and that they have the correct insurance, if needed.
- Angela will provide a vendor list of people and companies that have worked on events here.
- Decorations, hurricane candles, and signs can be placed on any rentals that the lessee acquires for the event, but they cannot be placed on the art, pedestals, or walls.

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- There is parking for 30 – 40 people outside, as well as free parking across the street, however, I recommend shuttles or busses for safe and effective arrival and departures to and from the gallery. Uber and Lyft are not very abundant nor reliable in Santa Fe.
- I recommend letting guests know that our altitude is 7000' here, and semi-arid. It takes a while to acclimate, so eating and drinking enough water is very important, especially if serving alcohol.
- It is important to note that as an art gallery, the exhibits change often, and as such, I can only estimate what may be up at the time of the event. I can guarantee that we will leave as much art out as possible, to be enjoyed by all!

Gerald Peters Contemporary is a large gallery with many rooms, a front patio area, and a grassy garden, surrounded by trees, sculptures and a small built-in stone waterfall. Many different sized groups will fit into this gallery and the garden for events. The largest room will accommodate 180 people seated, with 200 + fitting comfortably for a dance or mingling. The back garden can comfortably accommodate 200 for a seated dinner, possibly more upon discussion. Throughout the gallery are 2D and 3D art exhibits, from paintings and prints, to sculptures, ceramics, textile art, and more, all from contemporary local and national artists. Various set-ups can happen in each room, depending on what exhibits are up at the time. Often people will have set-ups both inside and outside, however, even if you only utilize one room with set-ups, guests are welcome to walk the entire gallery and garden space for their events. There is a large kitchen and outside area often utilized by catering companies, as well as a nice sized loading dock for catering and storage, the day of the event.

Gerald Peters Bandelier is a smaller, historical building built in the late 1800s. There are two larger rooms which are great for dining, mingling, music and more, with several smaller rooms which can be utilized by the catering companies, or enjoyed by the guests. The art here, while mostly contemporary, occasionally has older pieces by well-known artists. The art in this building is based around naturalism, with paintings, sculptures, and more, of animals and nature. The kitchen is very small in this building. Catering uses it for water, and food preparation, while some of the smaller gallery rooms are used to work out of or for buffet tables. Occasionally lessees will rent a tent for catering to use behind the building for catering to set-up a full kitchen under.

Both galleries have endless possibilities for events, from rehearsal dinners, weddings, dances, memorials, baby showers, and birthday or anniversary parties, to conferences, festivals and more. Please feel free to call or email with any questions. I look forward to hearing from you!

Angela Finnes

Event Director

Gerald Peters Gallery

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