



Burlington City Arts  
 135 Church Street  
 Burlington VT, 05401

**Abra Clawson**  
 Event Manager  
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### BCA CENTER RENTAL INFORMATION

#### FEE STRUCTURE:

ROOM(S)	FEATURES	CAPACITY	PRICING
<b>Lorraine B. Good Room</b> 2 <sup>nd</sup> Floor View of Church Street	31' x 27'  6000 Lumen, WUXGA projector with HDMI connectivity, screen, BluRay player, Apple TV, wireless internet, sound system for audio playback and vocal reinforcement, one wired microphone, one wireless microphone. Chairs and tables available (see below)	90 People, depending on set up.	<b>Office Hour Rentals</b> (9 to 5, Monday-Friday) \$100 an hour/\$80 non-profit  <b>After Hour Rentals</b> \$175 an hour/\$140 non-profit  <b>Setup and Breakdown</b> \$100 an hour/\$80 non-profit
<b>Lorraine B. Good Room &amp; Roth Gallery</b> Entire 2 <sup>nd</sup> Floor	31' x 27' Lorraine B. Good Room 23'x 26' Roth Gallery  Use of AV system in Lorraine B. Good Room  The Roth Gallery is part of our exhibition space and work cannot be moved for rentals. Artwork and exhibition details will not be confirmed or guaranteed until after exhibitions open.	150 People, depending on set up.	<b>Office Hour Rentals</b> (9 to 5, Monday-Friday) \$210 an hour/\$168 non-profit  <b>After Hour Rentals</b> \$275 an hour/\$220 non-profit  <b>Setup and Breakdown</b> \$100 an hour/\$80 non-profit

**The price includes the following:**

- BCA event staff member to help make sure your event runs smoothly. Event staff will also set up BCA chairs, tables and technology.
- Use of projector, screen, BluRay player, wireless internet, and sound system if your rental is in the Lorraine B Good room.
- Use of available tables and chairs. We have ten 6' x 2.5' tables, ten 6' x 1.5' tables, four 3' round cocktail tables, four 3'x3' square tables, and 60 chairs.
- Four white linens with early request. Additional linens available at \$3/each.
- Shared access to our small preparatory kitchen.
- Access to our galleries, along with the general public, during hours of operation.

**The price does not include the following:**

- Bar service. You may bring in any bar service you choose however they are required to provide us with a state liquor permit ahead of time as well as have one displayed during the event.
- Food. If you plan to have food at your event, you are responsible for hiring your own caterer and communicating with them regarding your event.
- Rental of additional tables and chairs from Vermont Tent Company needed for your setup, as well as china, flatware, linens, et cetera.
- Set up of 3<sup>rd</sup> party materials, such as additional tables and chairs rented from Vermont Tent Company.
- The fee charged by any other vendors such as photographers, musicians, florists, etc.

**Policies:**

- When planning your rental, please remember to accommodate for setup and breakdown time. Most events require at least one hour of setup on their front end, and one hour on the other end. Event staff will set up BCA tables and chairs, and receive your caterer and bar. Discuss arrival time with your caterer and third party material provider, as your rental must accommodate for the time they need.
- Galleries cannot be rented for non-consecutive hours.
- As a contemporary art space, access to and through certain galleries will, at times, be unavailable during rentals due to the delicate nature of specific installations. While artwork and exhibition details cannot be confirmed or guaranteed until after exhibitions open, please check with the Event Manager to discuss information that is currently available.
- Any rental involving over 75 people or with food, alcohol or production elements must provide a Certificate of Insurance that meets the following requirements:
  - Commercial General Liability: \$1,000,000 each occurrence/\$2,000,000 aggregate.*
  - Property Damage: \$1,000,000 each occurrence/\$2,000,000 aggregate.*
  - Workers Compensation and Employer’s Liability Insurance (if applicable)*
  - Certificate must name the City of Burlington as additionally insured.*
  - The certificate must note the date of the event and the location (i.e. BCA Center, 135 Church St)*
 Anyone can obtain a Certificate of Insurance by purchasing event insurance, available online.

**Additional fees:**

- Any hours that are in addition to the agreed upon schedule.
- BCA staff setting up 3<sup>rd</sup> party rental materials (which must be approved by Event Manager in advance).
- Receipt of catering and 3<sup>rd</sup> party materials outside of rental time, when occurring outside office hours.
- A \$20/hr staffing fee for events accommodating more than 100 guests.

**Vendors**

Use of unlisted vendors must be cleared with Event Manager.

**Preferred Caterer and Bar Service**

<b>Sugar Snap</b>	<b>Abbey Duke</b>	<b>802-861-2951</b>	<b>contact@thesnapvt.com</b>
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**Other Vendors**

Bevo	Kathleen Maloney	802-355-7891	Bevovt.com
Bluebird Tavern	Sue Bette	802-540-1786	sue@bluebirdvermont.com
Catering by Dale	Susan	802-497-1499	cateringbydale@comcast.net
Cloud 9 Caterers	Sarah Moran	802-655-7370	Cloud9VT@gmail.com
The Farmhouse Group	Lindsey Campbell	802-497-1026	Lindsey@farmhousegroup.com
Fluid Bar Service	Ryan Smith	802-233-5928	info@fluidbarservice.com
Love Local Catering	Leah Swanson	802-540-0131	info@lovelocalcatering.com
Let’s Pretend Catering	Liane Mendez	802-651-1081	Letspretendcatering.com
Vermont Tent Company	Nancy Mead	802-864-1029	nmead@vttent.com

**Please contact Abra Clawson, Event Manager, with any questions, comments or concerns at 802.829.6305 or by email at [aclawson@burlingtoncityarts.org](mailto:aclawson@burlingtoncityarts.org)**