



Thank you for considering the Newport Visual Arts Center as the location for your event.

For more information including photos and available dates go to:

<https://coastarts.org/visual-arts-center/rentals/>

Please refer to the *Rental Policy* and *Rental Guidelines* documents for more information.

Room 205 Conference Room

The VAC's most-popular rental space, the Room 205 Conference has been used for countless event activities—meetings, dinner parties, art workshops and classes, literary events, weddings, and, even just whale watching. Room 205 enjoys new windows, blinds, tables, chairs and flooring. An adjacent kitchen is available to rent as well.

900 square feet

Room Capacity: **COVID restriction - 22** 75 people standing or 40 sitting.

Rates: Non-profit: \$25/hour with a 4-hour minimum, full day \$175 **Commercial:** \$40/hour with a 4-hour minimum, full day \$280 **Kitchen:** flat fee of \$30.

Cleaning Fees: \$100 for room \$20 for kitchen

Refundable Deposit: \$100

Room 302 Meeting Room

The VAC's smaller Room 302 on the third floor is perfect for board meetings, break-out sessions or even as meet-up space during family vacations.

300 square feet

Room Capacity: **COVID restriction - 6** 25 people standing or 16 sitting.

Rates: Non-profit: \$17/hour with a 4-hour minimum, full day \$119 **Commercial:** \$25/hour with a 4-hour minimum, full day \$175

Cleaning Fee: \$100

Refundable Deposit: \$100

For more information contact Sara Siggelkow at ssiggelkow@coastarts.org or 541-574-3364



**OREGON COAST
COUNCIL FOR THE ARTS**

Name: _____ **Organization:** _____

Phone: _____ **Email Address:** _____

Is your organization a non-profit? **Yes** **No**

(Non-profit rates apply to 501c3 arts, heritage or humanities organizations. Guilds, Service groups, individuals teaching classes, education organizations, school or public agencies)

Will tuition or an entry fee be charged? **Yes** **No**

(If yes, at 10% surcharge of all monies collected is due within 48 hours of the event ending; Payable to OCCA)

Brief Description of Event:

Date: _____

Start Time: _____ **End Time:** _____

Number of people attending event: _____

Room: **205** **205 with kitchen** **302**

Rooms will be scheduled on a first-come, first-served basis. Reservations may be made up to a maximum of twelve (12) months prior to the desired date and are preferred at least 24 hours prior to rental. The date is reserved when application and payment are received. Full refunds will be granted two calendar weeks before rental date; 50% refund will be granted 72 hours before rental date; and no refunds will be granted without 72-hour notice. Refunds will not be made for events not utilizing the full rental time period.

Staff Use

Event #: _____ Invoice # for deposit: _____ Invoice number for rental: _____

Deposit Refunded: _____

Notes: _____