



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, an adjoining conference room, 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 Event Rental Manager, Amanda Curreri, amanda@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. Equipped with two Griffin etching presses, inking stations, two Macintosh computers, and color inkjet printer, the Community Classroom can be rented for printmaking or team-building parties. The room can be easily configured for your individual needs.

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

The Barclay and Sharon Simpson Conference Room



The Barclay and Sharon Simpson Conference Room is beautifully appointed with a large conference table, 16 comfortable chairs, and artwork created by Kala's artists in residence. Adjoining the Kala Gallery, it is well suited for meetings, presentations, and board retreats.

Capacity – Board Meeting seating (16), (13' x 24')

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

Rooms	Half-day Rates 4 hours Nonprofit	Half-day Rates 4 hours Private	Day Rates 8 hours Nonprofit	Day Rates 8 hours Private
Gallery	\$575	\$1050	\$1100	\$2000
Community Classroom	\$350	\$700	\$650	\$1300
The Barclay and Sharon Simpson Conference Room	\$250	\$475	\$450	\$900
Artist Project Space	\$300	\$575	\$550	\$1100

All rental rates include set-up and breakdown time. Each additional hour over 4 hours is billed at \$150/hour. Each additional hour over 8 hours is billed at \$100/hour. A \$200 non-refundable cleaning fee is required for most rentals. All renters are required to provide a refundable \$150 security deposit that will be mailed within 2 weeks if no damages are incurred.

Please inquire about special discounted rates for multiple-day or multiple room rentals. Hourly rates are available on an as-needed basis. Please email inquiries to: amanda@kala.org or call 510-549-2977, ext. 314.

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')

The Barclay and Sharon Simpson Conference Room – Board Meeting seating (16), (13' x 24')

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 - \$5.00/each (100) black padded folding chairs - \$1.50/each (2) easels - \$10.00/each Sony XGA VPL-PX32 LCD Video Projector, (1024 x768), 3000 Lumens - \$35 NEC NP-2000 LCD Video Projector, (1024 x768), 4000 Lumens - \$35

(2) Voco Pro UHF-3205 dual-channel wireless microphones - \$20/each

Equipment included free-of-charge:

(2) Electro Voice Stage System 200 speakers Roland VM-3100 Pro 12 channel sound mixer (2) AB Systems Precedent Series 900 amps Free secured wireless Internet access

Free local calls on our teleconferencing phone

Renters will need to provide their own laptop computers. A/V set-up/breakdown is available for an additional charge at \$50/hr.

Event Personnel

Two facility personnel will be provided, at no additional charge, when renting the Kala Gallery or the entire facility. One facility person will be provided when renting the Conference Room, the Artist Project Space, or the Community Classroom. Room set-up can be customized according to each renter's needs.

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 They serve Peets coffee and 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 \$50/hour will be charged for major 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. Catering services must be approved by the Event Rental manager.

A \$200 non-refundable cleaning fee is required for most rentals. 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. Required groups failing to provide proof of insurance no later than 21 days prior to the start of their event will have their reservations cancelled 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 may be requested prior to allowing vendor to work in the facility

Payment Schedule

50% of the rental fee is due when reservations are confirmed. The remaining 50% of the rental fee and the \$200 cleaning fee (if required) 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 cancelled, **21 days or more in advance**, the full amount minus \$200 administrative fee will be refunded. For events cancelled **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*

We held our annual Show-and-Tell event for our Achenbach Graphic Arts Council membership in the Kala Gallery on July 24, 2010. It was a tremendous success--we were able to do a book sale in the conference room, host a food and wine potluck in the gallery, show artwork from the private collections of over 25 members, have informative tours of the Kala Print Studio, Electronic Digital Media Center, and the Mercy and Roger Smullen Print and Media Study Center, and, in general, enjoy a sense of relaxed camaraderie for our print connoisseurs- all in three

hours and with great professionalism on the part of Kala staff, administrators and members who came to see our event. Parking (a problem at Fort Mason in SF where we previously held the event) was easy, access from highway 80 was a snap, and the Kala Gallery was a comfortable and well-maintained space. The professional gallery lighting was special and a notable improvement over previous Show-and-Tell spaces. We have already passed a resolution to come back to Kala again next year for Show- and-Tell 2011.

- Matthew Silverberg, 2010 Show-and-Tell Chair, AGAC

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
- Achenbach Graphic Arts Council
- Luna Dance Institute
- Washington Elementary Annual Auction
- Foad Satterfield Book Launch Event
- Biotech Partners Volunteer Appreciation Party
- Alliance for Arts Learning Leadership
- Box Car Theatre – Performance of the play “Museum” featuring 38 performers
- Leonardo/ISAST – Annual Board Retreat
- Burrell Color Imaging – Photography workshop
- Eric Drooker – Artist Talk with Eric Drooker
- Patrick Stockstill and Rachel Crothers – Wedding reception
- Pro Arts – Board meeting
- JFK University – Printmaking class
- Meyer Sound – Business meeting
- BAESC – Board meeting
- JFK University – Printmaking class
- Meyer Sound – Business meeting
- BAESC – Board meeting
- Alliance for Artists Community – Jury committee
- Private weddings, parties, and meetings