

# EVENTS AT TOUCHSTONE

Touchstone Gallery is available for private event rentals, including cocktail parties, fundraisers, brunches, networking events, weddings, engagement parties, & other life celebrations.

- Over 1000 sq. ft. of bright, modern gallery space.
- 150 standing, 70 seated capacity
- Street level location
- 15 ft. ceilings & finished concrete floors
- Customizable floorplans
- Convenient to public transportation and parking
- Fully accessible (ADA compliant)
- Two unisex restrooms
- Catering prep area and utility sink



## RENTAL RATES

### FRIDAY, SATURDAY, SUNDAY

#### 6 am - 4 pm

\$300 per hour; set up, event, clean up.

#### After 4 pm

\$2500 for a six-hour block, including set up, event, clean up (\$300 each extra hour).

*Weekend rate applies for all holidays*

### MONDAY THROUGH THURSDAY

#### 6 am - 4 pm

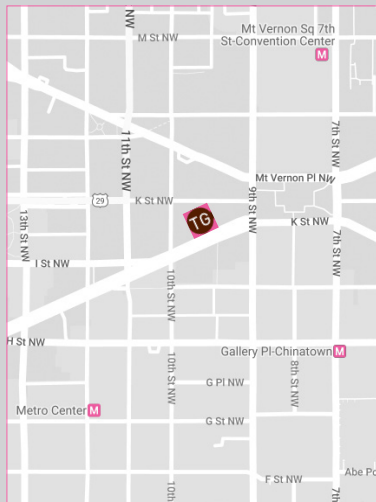
\$200 per hour; set up, event, clean up.  
One hour of set up included with weekday rentals over 3 hours.

#### After 4 pm

\$1800 for a six-hour block, including set up, event, clean up (\$200 each extra hour).

## WE'RE LOCATED...

- Blocks from all six Metro lines (Gallery Place, Metro Center, and Mt Vernon Sq/Convention Center stops)
- Directly on the path of the Georgetown-Union Station Circulator bus.
- Near multiple parking garages, including directly across the street at 9th & NY Ave NW, plus the garages at CityCenterDC. Street parking is also available.



## TERMS:

- Non-refundable Rental Deposit equal to 25% of the total due when contract is signed.
- Refundable Damage Deposit of \$1000.00 prior to the event, or a signed credit card authorization form.
- Security Staffing: It is the policy of gallery to require all parties renting the gallery for an event to include in their expenses the cost to provide third party security for the duration of the event. Security to be provided exclusively by Massive Entertainment.
- Renters must obtain a Certificate of Insurance naming Touchstone Gallery as an additional insured for the day of the event. The policy should provide liability coverage of no less than \$1,000,000.00.