



Events Guidebook

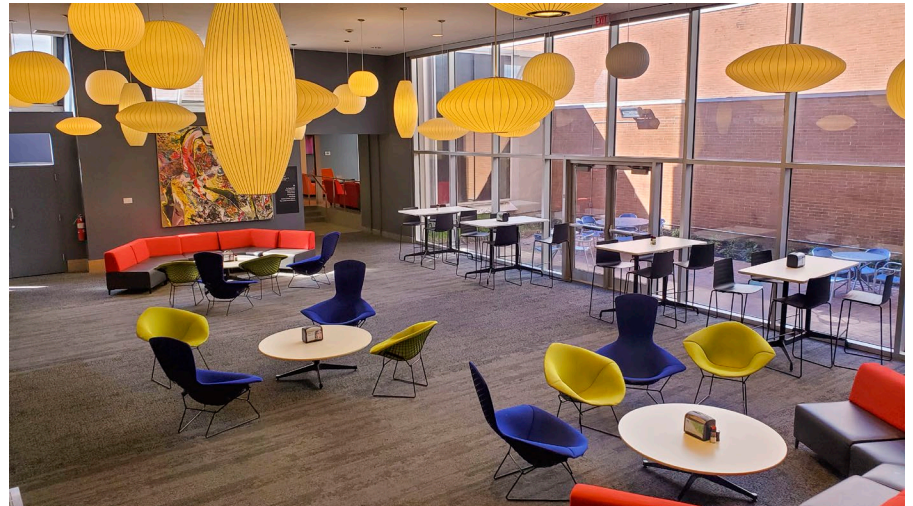
Hello!

Thanks for considering booking your event at Moore College of Art & Design. We have a number of space options for you, each outlined in this book. If you're interested in inquiring about a space, e-mail the address on the last page with your inquiry.

FOX COMMONS

\$1,700

- Best for standing receptions or cocktails
- Up to 100 people standing
- Opens to small, private courtyard
- Contemporary carpeted room with modern furnishings and light fixtures



THE GREAT HALL

\$3,200

- Best for seated meal with dance floor
- Up to 180 people seated, 225 standing
- Room dividers, portable stage, and 10x10 screen available
- Hardwood floors, high ceilings, paneled walls



FOX COMMONS AND THE GREAT HALL

\$4,000

- Best for large events
- 325 standing, 250 seated
- Space may be utilized separately or as one large space



GRAHAM AUDITORIUM

\$3,000

- Best for lectures, presentations, films, or performances
- 3,000 square feet, 250 fixed seats
- 25' x 14' stage
- Sound system, piano, projection screen
- No food or drink permitted



GRAHAM AUDITORIUM

\$3,000



FOX COMMONS, GREAT HALL, & GRAHAM

\$6,800

- Multiple spaces
- Best for large events
- Graham can be used for a presentation or keynote, and the Great Hall/Fox for a reception and dinner



FOX COMMONS, GREAT HALL, & GRAHAM

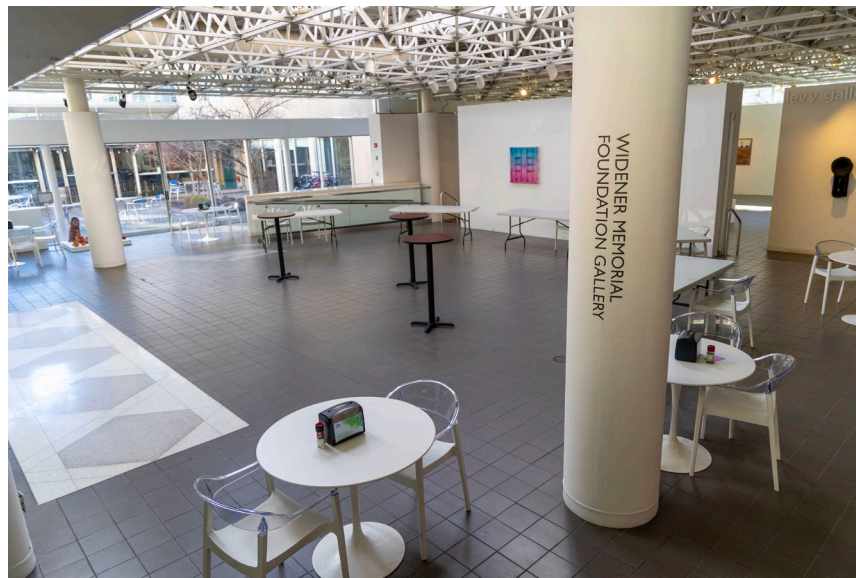
\$6,800



ATRIUM (WIDENER GALLERY)

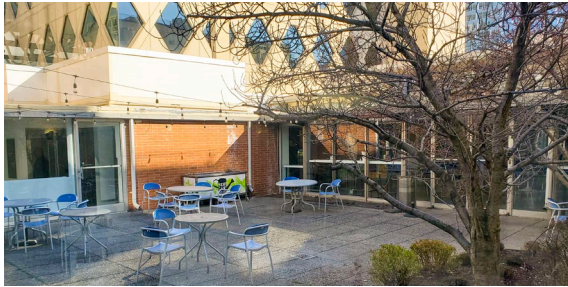
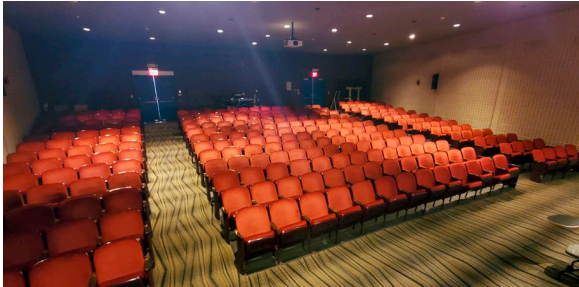
\$2,000

- Best for receptions or cocktails, adjacent to Graham Auditorium
- Up to 120 people standing
- Courtyard access
- Skylights



ATRIUM AND GRAHAM AUDITORIUM

\$4,000



THE BOARDROOM

\$1350

- Formal, private meeting space with balcony access
- 24-34 seated at fixed conference table
- Includes a screen, chalkboard, and corkboard
- Views of Logan Circle & Parkway



AUDIO VISUAL

Included

- AV services are included in rental fee
- Moore's AV technician supervises lighting, sounds (mic and podium) and stage area (screen, curtains, etc.). The Rental Department does not operate or troubleshoot AV equipment
- Contact: Rick Rein 215-965-4060 or rrein@moore.edu

MOORE CATERING

Negotiable

- Moore College has an on-site caterer called SAGE Dining
- SAGE can also coordinate linens, extra tables, chairs and décor for an additional price.
- Contact: Michele O'Neill 215-965-4049 or moneill@sagedining.com for sample menus, bartending information, proposals and appointments for tastings.

OUTSIDE CATERING

\$1,000.00

- You may bring in an outside caterer for an additional fee of \$1,000.00
- No other outside food or drink is permitted.
- Outside caterers do not have access to kitchen facilities, but do have access to a loading dock as a work station
- We require proof of liability insurance and a signed catering contract from a licensed caterer

ADDITIONAL INFORMATION

- Moore's Rental Department can provide the event with the following furniture for set up:
 - 60" round tables (up to 22)
 - 6' long tables (up to 15)
 - High top tables (up to 6)
 - Designer blue chairs (up to 180)
- Any other furniture and decorations (cocktail tables, linens, flowers, etc.) must be provided by your caterer or brought in by your organization.
- **Items can only be delivered and picked up on the day of the event, even on weekends**
- Moore College does not provide storage for event materials. All items must be brought in and removed from the premises according to the access and exit times assigned on the official rental contract.
- The use of tap, nails, adhesive and all other materials on floors, ceilings, walls and windows is prohibited. Any decorations, artwork, posters, or signage brought in for an event must be displayed in a free standing fashion

ADDITIONAL INFORMATION

- The prices are current fees and are subject to change. Non-profit organizations receive a 30% discount (applied on the contract) and holiday weekends (if we are able to staff the event) incur an additional \$550 fee (applied on the contract)
- **Event dates are not secured until a rental contract and deposit have been processed.** We confirm events at least four weeks in advance to guarantee service and staff
- Rental events are limited to access the facility for a total of 8 consecutive hours, including set-up, break up, and the actual event time. Rental fees included space, audiovisual service, basic housekeeping, maintenance set-up, and one event security guard.

INQUIRY

To inquire about any of our spaces, e-mail us at the address below. We'll be in touch with you regarding questions, tours, and booking information. Thanks for considering Moore College of Art & Design for your event!

Indigo Shafer, Manager of Facility Rentals & Assistant to SVP for Finance and Administration

ishafer@moore.edu