
ESTABLISHED 2001



22 N High St Millville, NJ 856-327-4500

www.rrcarts.com

Facility Rental Program

Your private cocktail reception or dinner at the Riverfront Renaissance Center for the arts will leave the ordinary behind for a unique and elegant setting among works of art by some of the area's leading artists. Whether entertaining that someone special, celebrating a CEO's retirement, or hosting a corporate function, holiday party, or fundraising event, you will find the Riverfront Renaissance Center for the Arts to be a distinctive setting in which to entertain your clients and guests, day or night.

The RRCA facility rental program allows small and large groups to host a variety of events in our beautiful indoor or outdoor gathering spaces. The RRCA's Pat Witt Room is available for a seated dinner for up to 50 people. The North Gallery, Atrium, and Pat Witt Room are ideal for receptions and feature lush foliage with original art adorning the walls. The RRCA also features an elegant plaza ideal for outdoor events.

With our two galleries, classrooms, studios, and a spacious atrium, the Riverfront Renaissance Center for the Arts is now the largest visual arts center in the area. Exhibitions featuring local, regional, and national artists are displayed every month.

To request an on-site tour or for additional information about the Center's facility rental program, please contact us at (856)-327-4500.

Donations

As a nonprofit 501 c 3 organization, your facility rental fee is a donation. The following is the donation/fee schedule.

(A \$150 security deposit is required on top of the rental fee, refunded upon inspection, no later than one week after event.)

Full Facility Use: \$600 **Witt Gallery:** \$300 **North Gallery:** \$400

(Facility rental is for **4 hours**, for each additional hour there will be a charge of **\$50** per hour)

Regulations

1. A deposit of **50%** of the total donation must be submitted with the application to reserve the date. The remaining balance must be paid at the time of the function.
2. A full refund of the deposit will be given if a rental is cancelled **30** prior to event date, no refund will be given if the rental is cancelled within 30 days of the event.
3. The renter will be **100%** responsible for any damage to the facility, art or fixtures
4. **Renter** is responsible for set up and clean up. All tables, chairs, chair covers must be put away. All trash cans must be emptied and trash bags put on back step.
5. We **do not** supply linens

Renter Signature: _____

Date: _____

RRCA Signature: _____

Date: _____

Name: _____
Company Name: _____
Address: _____
City: _____ St: _____ Zip: _____
Home Telephone: _____ Work Telephone: _____
Cell Phone: _____ Email: _____

Date Requested: _____ Date Agreed: _____
Set-Up Time: _____ Event Time: _____ Clean-Up Time: _____
Nature of Event: _____
Number of People: _____
Caterer Name: _____ Address: _____
Caterer Contact Name: _____ Telephone: _____

Please Check all that Apply: Full Facility: _____ (\$600) Witt Gallery: _____ (\$300)
North Gallery _____ (\$400) Cocktail Tables _____ Clean up service by RRCA: _____ (\$100)
of Chairs: _____ # of 6 foot Tables: _____ #8 foot tables _____ Bar: _____

Notes: _____

Customer Signature: _____ Date: _____
RRCA Signature: _____ Date: _____