



## ARTIST RECEPTION INFORMATION

Welcome to the Eisemann Center. We appreciate you choosing Richardson's cultural gem as the venue for your artist reception. The Forrest and Virginia Greene Mezzanine Gallery is the setting for your event. This unique trapezoidal space not only features exhibiting artists, but also is suitable for First Friday "Meet The Artist" events and semi-private gallery receptions (note that the Gallery is part of the public lobby space and may be in use for patrons attending a performance in the Hill Performance Hall). The Mezzanine Gallery can accommodate approximately 100 guests for receptions.

### THE ARTIST PACKAGE – \$300.00

This package, for approximately 100 guests, includes our standard lobby setting\*, three six-foot rectangle serving tables with linens, custodial services and a staff manager to run the event. This package is for a four-hour event, which includes the set-up, reception and removal of the event. A portable sound system and labor is available for an additional \$50.00. The current Eisemann Center rate sheet applies to any equipment added to the setup.

\*The standard lobby setting includes ten, 36-inch square tables, each with four banquet chairs. The tables can be reconfigured to your own specific taste, but must be returned to their standard location(s) at the conclusion of the reception.

### PARKING

Limited free parking spaces are available on Performance Drive and Performance Court. Guests attending your reception will need to park in the Public Garage, which is attached on the north of the Eisemann Center. The event self-parking rate for all performances and receptions is \$10.00 per vehicle, however if you would like to pay for your guests' parking, arrangements for a parking buy-out can be made. Payment for the buy-out will be added to your event deposit due with the estimated number of guest vehicles attending your reception. If there is a difference between the estimated number and actual number of vehicles, the settlement will occur after receipt of your final invoice.

## INSURANCE

Every event at the Eisemann Center is required to have insurance. The Eisemann Center and the City of Richardson must both be named as additional insured on the policy. The fee for TULIP insurance that may be acquired for you by the Eisemann Center is based on the estimated number of attendees. The application form and rates will be provided on request. This cost is in addition to the base package price. You may use your own insurance carrier if they can provide a policy that covers our requirements.

## CATERING

Catering service for the reception must be provided by a caterer on the Eisemann Center's Approved Caterers List. With the exception of bottled water, all beverages may only be provided by the Eisemann Center's Concessionaire. Additional fees will apply. The Approved Caterers list is available on the Eisemann Center's website and can be provided upon request.

## SECURITY

Each event is rated and evaluated on an individual basis for security needs. Innovative Solutions will be contacted for you if it is deemed necessary for your event to have security. These charges are not included in the package and will be paid to the Eisemann Center by you.

## POLICIES

Please contact Madeline Jones, House Manager/Art Gallery Coordinator, to schedule your artist reception at [madeline.jones@cor.gov](mailto:madeline.jones@cor.gov). The rate for the Artist Package will not change unless the licensee goes over the contracted reception time or additional services, equipment or other items are added. If desired, additional time may be added to your event for an hourly charge. If you need to cancel your event, the Eisemann Center must be notified 48 hours prior to cancellation of the reception, and cancellation fees may apply.