

Rentals at The Print Center

The Print Center's renovated carriage house and charming garden are located near Rittenhouse Square on intimate Latimer Street (between Locust and Spruce and 16th and 17th). The open gallery space creates the perfect atmosphere for small to medium-sized cocktail parties, wedding ceremonies and receptions, rehearsal dinners, informal buffets, breakfast meetings, lectures, concerts or receptions. Guests may enjoy the exhibitions of prints and photographs and a lovely outdoor garden. Two parking garages are just a few steps away on the 1500 block of Latimer Street.

The entire building may be rented for four hours for \$750 for corporations, \$500 for individuals and non-profits. Additional hours are charged at \$50 per hour. One staff person is required @ \$20 per hour. Refundable security deposit of \$50 is required prior to the event.



Two large galleries upstairs and one on street level can accommodate 250 standup guests. 100 may be seated for lectures or concerts.



Included in the rental:

- Full use of facility
- 60 chairs (40 white plastic folding/20 blue cushioned)
- 1 Antique wood serving table (33"x87")
- 1 Modern white serving table (29"x54")
- 1 Modern white bar on wheels (18"x60")
- 2 Folding white tables (30"x72")
- 2 Folding black tables (20"x48")
- 100 Champagne flutes
- 100 Wine glasses
- One stocked bathroom
- Prep kitchen with refrigerator, sink, microwave (no stove)

Please contact **Ashley Peel Pinkham**,
Assistant Director, at **215-735-6090 x2** or
apeelpinkham@printcenter.org to answer
your questions and assist with plans.

Rentals at The Print Center

CONDITIONS OF USE

RENTER OBLIGATIONS

Prior to event:

- Contact and contract with caterer
- Arrange for additional chairs and chairs (if needed)
- Arrange for linens, flowers, decorations, etc.

Day of event:

- Set-up
- Renter must provide food, beverages, utensils, napkins, garbage bags, etc.

After event:

- Removal of all renter's food and beverages
- Removal of all furniture and decorations
- Vacuum and sweep floor
- Removal of all event-related garbage and recyclables from premises
- Gallery should be returned to original condition



RENTAL CONDITIONS

- Hours are dependent on exhibition schedule
- Deposit required to secure booking
- Only approved caterers can be used
- Full payment required prior to event
- No smoking or dancing inside building
- Enclosures required for naked flames
- Renter must supply proof of liability insurance with The Print Center named as additional insured

Please contact **Ashley Peel Pinkham**,
Assistant Director, at **215-735-6090 x2** or
apeelpinkham@printcenter.org to answer
your questions and assist with plans.