



Formerly The Gallery School of Pottstown @ Gallery on High

254 E. High Street, Pottstown, PA 19464
610-326-2506 * www.artfusion19464.org

The mission of ArtFusion 19464 is to enrich the lives of the residents in the greater Pottstown area through the visual arts, regardless of ethnicity and economic situations. Our goal is to spark creativity, build self-confidence and develop community bonds through education, mentoring and community service.

Facility Rental Price Sheet for Private Events

Looking for a great location to host a private event in historical downtown Pottstown? Why not consider ArtFusion 19464? Our building is located in the historical district of Pottstown, with plenty of on and off street parking, and easy access to routes 422, 100, 724 & 663. We can also make great recommendations for local caterers, florists and entertainment.

Main Floor: 2,300sq.ft Gallery/exhibit space can accommodate 75

Second Floor: 2,100 sq.ft. Classrooms and library space can accommodate 75

Packages include:

One staff member in attendance during event, helping prepare the space prior to the event, AC/heat, lighting, bathroom facilities and use of stereo on first floor.

- **Exclusive space for 2 hours**
 - Only first Floor \$250.00
 - Only second floor \$200.00
 - First & second floors \$325.00
- **Exclusive space for 3 hours**
 - Only first floor \$350.00
 - Only second floor \$275.00
 - First & second floors \$475.00
- **Exclusive space for 4 hours**
 - Only first Floor \$450.00
 - Only second floor \$350.00
 - First & second floors \$600.00

Deposit: A 50% deposit is required to reserve the space and the balance is due prior to event.

Damages: ArtFusion 19464 will hold renter responsible for any damages that may occur during the event.

Insurance: If an organization (LLC, Inc., corporation, non-profit) is renting the facility, we require a copy of your current insurance. If alcohol will be served, we will need a copy of your special events/host insurance.

We are a non-smoking facility. Our second floor is walk-up only (no elevator). We do have available off-street parking.



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Facility Rental

Name:		Date:
Company/organization name:		
Address:		
Phone Number:		
Email:		
Date of event:	Start time:	End time:
Rental space choice		
<input type="checkbox"/> Only first floor	<input type="checkbox"/> Only second floor	<input type="checkbox"/> First and second floors
Total number of hours:	Total rental cost:	
Deposit:	Balance due:	
Renter will be providing the following at the event:		
<input type="checkbox"/> Food: Caterer Name		
<input type="checkbox"/> Alcohol: Bartender's Name		
<input type="checkbox"/> Entertainment: Type		
Provided by:		
<input type="checkbox"/> Copy of insurance policy attached		
Special Instructions:		
I, _____, on this day, _____ agree with the terms addresses in the rental agreement. "Renter" will be responsible for coordinating all aspects of the "event" to be held at ArtFusion 19464 of Pottstown on the above date. I have provided ArtFusion staff with a credit card number in the event there is any damage done during the event. Credit card information with be held until the commencement of the event and returned to customer. Credit card information will only be processed if any damages incur as a result of the event. If required, I have provided a copy of my current insurance policy.		
Customer signature:		