



**341 Beech St., Unit 1, Pottstown, PA 19464**  
**610-326-2506 \* [www.artfusion19464.org](http://www.artfusion19464.org)**

## Facility Rental Price Sheet for Private Events

Looking for a great location to host a private event in Pottstown? Why not consider ArtFusion 19464? Our facility is located in newly rehabbed warehouse space, with plenty of parking both in the lot across the street and on the street, and easy access to routes 422, 100, 724 & 663. We have 4000 square feet of gallery and classroom space available. We can also make great recommendations for local caterers, florists and entertainment.

**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.

Length of Rental	Individual/Business	Non-Profit
Exclusive space for 2 hours	\$200	\$150
Exclusive space for 3 hours	\$250	\$175
Exclusive space for 4 hours	\$275	\$200

**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 liability insurance certificate. If alcohol will be served, we will need a copy of your special events/host insurance.

**PLEASE NOTE:** We are a non-smoking facility

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## Facility Rental Form

Contact Name:		Date:
Company/organization name:		
Address:		
Phone Number:		
Email:		
Date of event:	Start time:	End time:
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:		
<p>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.</p>		
Customer signature:		

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