

Rental Use Fees and Guidelines for the Winona Arts Center

The Winona Arts Center (WAC) is available for use based on availability due to Arts Center scheduling. This includes the gallery space and the lower-level studio/coffeehouse area. The maximum number of people in the gallery area is 80 and seating on the lower level is limited to 35. WAC is a volunteer organization and as such is not able to provide set up or take down for events.

Fees

Half day – (up to 4 hours)- \$75.00

Full day- (Anytime over 4 hours and up to 8 hours as a maximum) - \$150.00

Members fees

If an individual member wants to rent the space for a private event and not on behalf of any group or organization the member fees are:

Half day- \$65.00

Full day - \$130.00

Cleaning/damage deposit- A \$100 damage deposit /cleaning fee is required . If there is additional cleaning or damage done, this deposit will not be returned to the renter.

Building Use Guidelines

Gallery area- Do not take down or move any art work. If you need a sculpture moved, please contact WAC at Winonaartscenter@gmail.com. If you need additional chairs set up, they are located in the entry way next to the lift. Please re-stack any chairs you have moved.

Lower-level studio- The WAC kitchen is not intended for food preparation. It is intended only for food that is brought into the event. There is no stove but a microwave is available along with coffee pots. Please ensure that any equipment used is turned off and cleaned after use.

Please clean up the kitchen area, clean off tables and remove all food from the refrigerator and freezer. Wash all dishes and put them on the shelf. Wipe off counters and clean sink. Empty all trash (kitchen, bathroom and gallery). Trash can be put in the J and J receptacle and recyclables can be put in the recycle tub both located in the back of the Center.

Key pickup- Please make arrangements to have a key picked up 24 hours before the event. You will be required to do a walk through at the same time. After your event, please shut off all lights, lock the entrance and return the key in the WAC mail slot located on the Franklin Street side.