

## Foundry Gallery Rental

Foundry Gallery is located in a traditional brownstone townhouse one block off of Connecticut Avenue NW and is 1½ blocks from the Metro (Dupont Circle stop, Circle exit). This elegant interior has 850 square feet in 2 galleries and features high ceilings, large windows and pale grey walls hung with art that provides an exceptional backdrop for events.

### Fees and Policies

The gallery is generally not available during the regular hours of operation which are 1-7pm Wednesday-Friday and 12-6pm on Saturday & Sunday. The gallery is fully available on Mondays and Tuesdays until 11pm, plus one hour clean-up, and from 6-11pm, plus one hour of cleanup on all other days. The fee is \$130 per hour or portion thereof. All events must end by midnight, including cleanup.

Fees include the presence of two Foundry Gallery members from setup to closing and are on hand to answer questions about the current exhibit and provide security for the artwork and facility.

One half of the total rental fee, which is non refundable, is due at the signing of the contract, as is a refundable \$150 security deposit after the event has occurred. Events canceled one month before the event has taken place will result in forfeiture of the security deposit. Events canceled within two weeks of the event, Licensee is obligated to pay a cancellation fee equal to one-half of all contract fees. Events need to be booked eight (8) weeks prior to the event.

Once a date is confirmed we will provide a more formal contract.

### Information

The gallery does not have a storage area or cooking facilities. We can accommodate propane burners to keep food warm. If possible, we prefer serving white wine rather than red wine.

The gallery has three tables that can be used for serving; however tablecloths need to be furnished if desired.

The gallery will not remove its current exhibitions under any circumstances and outside art or decoration of any kind is not permitted on the walls.

The gallery premises must be left as they were. All trash must be removed at the end of the event.

There is street parking and a paid garage parking facility at 18<sup>th</sup> Street & Mass Avenue NW.

The Dupont Circle Metro stop is 1 ½ blocks from Foundry.

Foundry Gallery is not handicap accessible.

Our facilities can handle 75 people standing or 25 people seated.



Gallery 1



Exterior



Gallery 1 and 2