



Renting the Quinlan - Frequently Asked Questions

How much does it cost to rent your facility? \$2,000. A \$500 non-refundable deposit is required to reserve your date. \$1,500 is due two weeks prior to the event date. **There is a discounted rental fee of \$1,500 for Friday and Sunday rentals.**

What does your facility rental provide? The Quinlan hosts over 7 major art exhibitions providing a beautiful venue for any occasion. We also provide tables and chairs (25 tables, 250 chairs). The main gallery can accommodate 25 tables holding 10 people at each. The adjoining galleries are included in the rental fee. Many have set up in both the main gallery and the adjoining Green Street to spread the tables out and to accommodate a band. *It's highly recommended that you come and visit our facility!*

Do I need an appointment to visit the Quinlan? No. You may stop by during our regular business hours for a tour. Monday – Friday 9-5 and Saturday 10-4.

Do we need to have an approved caterer? No, you may use any caterer you wish. Family, friends or anyone you see fit may cater your event. We have a list of recommended caterers that have catered events at our facility in the past available. We have a large kitchen available with plenty of prep room, large refrigerator/freezer and two ovens. Please see rental agreement about *renter responsibilities*.

Can we serve alcohol? Per state law, alcoholic beverages must be served by a licensed caterer and you are not permitted to sell alcoholic beverages on our site.

When can we set up? You may set up at 2:00 PM the day prior to your rental, **provided there isn't another rental scheduled for that day.** There is an "extra day" fee of \$500 if you wish to setup earlier than 2 PM on the day prior to your rental..

How late can we stay? Until midnight. After midnight you will be charged an additional \$150 for the first hour, \$250 each additional hour.

Do you set up & break down the tables & chairs? We do not. However, you may ask your caterer or party planner if they can. We offer a service fee of \$400 if you would like for us to set up & break down for you.

Do you have rectangular tables, too? Yes. We have (8) you may rent for an additional \$50. Provided they are not already being used (classes, workshops or any other Quinlan event).

Do you have high top tables? We do not. However, you may rent additional tables & chairs from outside vendors. Please provide pick up service no later than the next business day following the event.

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Do you provide linens, tablecloths or silverware? No, this is a service you or your caterer can provide.

May we have floral arrangements? Yes, provided they are in leak proof containers & removed by the close of the contracted time.

Can we have candles? Yes, but must be approved first by Quinlan personnel.

Can we have confetti, rice, birdseed, and or glitter? No. Fireworks, sparklers or any other incendiary device are not allowed and an additional clean up fee of \$200 will be applied if we require clean up services.

Can we have a band/DJ perform? Yes. We have a microphone and audio system that operates a six CD disc changer available as well.

Can the lights be dimmed? Our lights do not have dimmers. However, we can turn off certain lights to create the desired effect you want.

Can we have tents outside? Yes. Please consult staff when considering this option.

Can we remove artwork? No, unless approved by Quinlan personnel.

Who provides security for our event? Lanier Gilmer. Former Hall County Sheriff will provide security. He has access to key elements that assures our building is secure during your event. **He is to be paid \$35 an hour.** Full payment is due no later than the business day following the event. After one week, a \$10 late fee will be applied each day that the payment is late.

Thank you for your interest in the Quinlan Visual Arts Center!

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