



756 N Milwaukee Avenue, Chicago, IL 60642 • (312)-243-9088 • intuit@art.org • www.art.org

Thank you for considering Intuit: The Center for Intuitive and Outsider Art for your event. Intuit is a nonprofit art museum located in Chicago's River West neighborhood, just northwest of the Loop. The mission of the museum is to celebrate the power of outsider art, defined as the work of artists who demonstrate little influence from the mainstream art world and who instead are motivated by their unique personal visions.

By choosing Intuit not only are you helping to support our mission, but you are providing your guests with a unique and unforgettable experience.

RENTAL AVAILABILITY

Events may be scheduled during or after museum hours, based on availability. Events during museum hours will be considered on a case-by-case basis, depending on the nature of the proposed rental event or activity. Intuit reserves the right to refuse rentals if management determines that a given use will compromise the security of the facilities, any artwork on display, or that the use is inconsistent with the mission and the interest of the museum. Due to Intuit's non-profit status, the museum is not permitted to host political or religious events within the space.

AVAILABLE SPACE

There are three main, adjoining galleries/spaces. Each of these spaces is included in the rental. However, the Event Space is the only space in which food and beverages are allowed. This rule is in place to protect exhibition artworks.

Event Space: 1,495 square feet (Cap: 75)

Main Gallery: 1,311 square feet (Cap: 66)

Back Gallery: 888 square feet (Cap: 54)

RENTAL FEES

One half-hour (30 minutes) for set-up and one half-hour (30 minutes) for breakdown are included in the rental rate. Additional set-up or drop-off time during museum hours may be negotiated on a case-by-case basis. Renters must return room(s) to original configuration at the conclusion of the event, and premises must be cleaned and vacated within one half-hour (30 minutes) after the scheduled finish time of the event to avoid additional charges. **Unscheduled overtime for event clean-up will be billed to the group at a rate of \$50/half-hour.**

The event coordinator should allow ample time and staffing for the event (including set-up and clean-up) to avoid any additional charges. Any expenses for damages or excess cleaning as a result of the event will also be billed directly to the renter. **Unscheduled overtime for the event itself will be charged at the rental rate listed below (\$400/hour or \$300/hour).**

Event Rental Package: Intuit requires museum staff to supervise set-up and serve as gallery monitor(s). Price is determined through an hourly rate. This package is ideal for, but not limited, to: weddings, professional development sessions, dinner parties, open mic nights, information sessions and open rehearsals. The number of staff present is dependent on the final event size.

- Standard Rate: \$400/hour
- Nonprofit or Member Rate: \$300/hour

Partnership Rental Package: Intuit requires museum staff to supervise set-up and serve as gallery monitor(s). Intuit will support the event through full website, social media, on-site and e-newsletter marketing. Price is based on a one-time fee and 50/50 share of net sales. This package is limited to events that connect to Intuit's mission and/or current exhibitions. The number of staff present is dependent on the final event size. **All partnership packages are subject to approval by Intuit's executive director.**

- Standard one-time fee: \$500 + 50/50 share of net sales
- Nonprofit or Member one-time fee: \$400 + 50/50 share of net sales

RESERVATIONS AND DEPOSITS

A 50% deposit is required to reserve the space, due upon receipt of the signed rental agreement. Payment in full is expected one week prior to the event date. Payment is accepted in cash, credit or check payable to Intuit: The Center for Intuitive and Outsider Art. Intuit accepts all major credit cards.

CANCELLATIONS AND REFUNDS

Intuit: The Center for Intuitive and Outsider Art retains the right to cancel an event at any point should the renter fail to comply with any of the terms contained in this agreement, due to acts of nature, special security issues, or other occurrences beyond the control of Intuit. In such instance, the renter will be given as much advanced notice as possible, and any fees paid will be refunded. Event cancellations on the part of the renter are non-refundable, although payments may be applied to another available date with the approval of Intuit management.

STAFF AND SECURITY

Renter is responsible for all set-up, service and clean-up costs for rental event. Intuit staff is present for administrative and security purposes only and is not expected to carry, lift, arrange, prepare, serve, or clean up equipment, food or beverages. Renters must return room(s) to original order at the conclusion of event. **If attendance is expected to exceed 30 individuals, a second Intuit staff member is required to be on-site, and a fee of \$50/hr will be added to the hourly rental rate.**

Staff will be on-site to supervise setup/takedown and serve as gallery monitor(s). Renters must communicate an accurate estimate of attendees prior to signing the Rental Agreement and update the Intuit staff contact one week before the event. All deliveries to museum must be scheduled in consultation with Intuit's Rental Coordinator.

RENTAL AGREEMENTS

Upon confirmation of final event details, Intuit will provide a signed rental agreement outlining event date/time, rental fees, and a statement of liability. This agreement should be countersigned and returned at least 3 weeks prior to the official event date, along with the deposit payment (half of the total rental fee). An invoice with payment breakdown will also be provided.

INDEMNITY AND INSURANCE

The renter agrees to assume full financial liability and responsibility for any and all damages to or loss of objects or property belonging to or managed by Intuit and for all actions, behavior and damages caused by renter's guests or attendees.

Intuit requires the renter to provide evidence of general liability and a property damage insurance policy naming Intuit: The Center for Intuitive and Outsider Art as additional insured in the amount of \$1,000,000 for bodily injury and \$1,000,000 for property damage.

CATERING, FOOD AND DRINK

No food or beverages are allowed in the museum galleries. Food and beverages are only allowed in the event space. Alcoholic beverages must be approved by Intuit in advance. Alcoholic beverages may not be sold unless the renter has obtained a permit from the State Alcoholic Beverage Control. Red wine is not permitted without special permission prior to the event. No food preparation or kitchen facilities are available in the museum.

PHOTOGRAPHY/FILMING

Renter must obtain permission from Intuit: The Center for Intuitive and Outsider Art prior to any filming or photography. Non-flash photography is permitted in exhibition spaces on a case-by-case basis. For certain exhibitions, there may be special circumstances when no photography is allowed, due to exhibition loan restrictions or the fragile nature of the exhibited artworks.

DECORATIONS

All decorations planned during a rental event must be pre-approved by Intuit. All décor and signage should be free-standing. Prior written approval is required before affixing items to any structure, inside or out. The following items are prohibited: lit candles, fog machines, glitter, helium balloons, confetti, birdseed, loose flower petals and live plants. There is no smoking allowed in the museum.

MUSEUM ADMISSION

Renters and their guests are allowed access to the galleries to view exhibitions during the rental event. Artwork on view is subject to change at any time.

PARKING

Intuit does not have its own parking. Intuit is accessible via public transportation by CTA bus (66/Chicago and 56/Milwaukee) and by subway (Blue Line Chicago Avenue station). Intuit is convenient to downtown and I-90/94 (Kennedy Expressway): northbound traffic exits at Augusta, and southbound traffic exits at Ogden. Ample street parking is available near the museum. Free parking may be found in front of Intuit on Milwaukee Avenue and on side streets surrounding Intuit, including Carpenter Street, Huron Street, May Street, and Morgan Street. Metered parking surrounding Intuit can be located on Aberdeen Street, Huron Street, Milwaukee Avenue, Ogden Avenue, Chicago Avenue and Carpenter Street.

Intuit provides discounted parking to museum visitors via Spoke Apartments nearby. You can find the parking lot at 728 N. Morgan Street. Parking is validated for four hours at a rate of \$8. If you anticipate a large amount of your event attendees choosing this option, please contact Teddy Braziunas, Rental Coordinator, at teddy@art.org to connect you with Spoke.

MUSEUM EQUIPMENT AND AMENITIES

A list of Intuit's event inventory can be found below. Please discuss your needs at the time of reservation, so there is ample time to make provisions.

- 75 metal folding chairs with cushions
- 6 three-foot tables—round, each seat 4 people
- 5 eight-foot conference tables—rectangle, each seat 10 people
- 2 sets of risers
- 1 coat rack with hangers
- 1 podium
- 1 access ramp
- 1 wired microphone
- Access to refrigerator, microwave, coffee pot and water dispenser
- Recycling and garbage bins
- Stage-lighting grid system (more information available upon request)
- Projector and screen
- PA speaker system
- 1 Dell laptop computer
- DVD player
- Black table linens*

***Linens are available for an additional cleaning fee of \$10 per large linen (6' and 8' rectangular tables) and \$5 per small linen (3' rounds).**

SITE VISIT AND EVENT COORDINATION

We highly recommend a site visit before booking the venue. The space is unique and best experienced in person. Intuit is open to the public Tuesday-Saturday 11-6 p.m.; Thursday 11-7 p.m.; Sunday 12-5 p.m. **Please contact Teddy Braziunas, Rental Coordinator, at 312.243.9088 or teddy@art.org to schedule a site visit.**