

Room Rental Information

The amount of people that can fit depends somewhat on furniture needs. I think a good maximum amount for the room for people sitting down at once on 5-foot rounds is 184 with 8 people at each table. We hold wedding receptions, numerous parties and various events each year in the room. If you have less furniture, you can fit more people.

The 3000 sq. ft. room is on the 2nd floor of the building in an old warehouse with original exposed red brick and wood floors. We have a sound system, stage, stage lighting and a full kitchen. We are an art gallery and your guests can enjoy the art exhibit during your event.

We hold an event every Friday night called Live at the Five Spot from 5:30-7:30. Parties can be booked after this event starting as early as 8:00pm, depending on how fast folks and the band leave. Sometimes people will book the same band, making a smoother transition into their party. Also your attendees can come in to the event free after about 6:30 and have something to do till you start your party. Also on the 1st and 3rd Fridays, we host a Salsa Dance after Five Spot from 8:30-12:30, so those nights are booked.

To reserve a date, \$100 and a filled out contract (with as much info as you know at this time) is needed. This \$100 is non-refundable. The room fee is \$500.00 for members and \$600 for non-members so it is worth becoming a member for \$35 minimum or \$65 for a couple (that includes children under 16 years of age). A membership form can be obtained at www.peoriacac.org. It is \$100 flat fee to use our tables and chairs. We have seven 5 foot rounds, eighteen 2 foot rounds, 110 black padded chairs. 45 dark brown folding chairs, 22 tan folding chairs. We have 5 foot and 8 foot rectangular tables for gifts, cake etc. After the event, you can request in writing your initial \$100 deposit which saved the date and if there are no additional charges or damages, you will get that back so in the end it is \$500 for members.

You can use any caterer you like. You can also caterer the event yourself, so long as you provide your own liability insurance. You can get this insurance as a rider on a home-owner's policy or just call an agency. Specifications for what we need are in the attached contract. A temporary liquor license is required if you are selling liquor. The contract is for a 4-hour block of time but you can pay \$20 extra for each additional hour. The 4 hours is for the event only and does not include set up and tear down time. We want events to end no later than 1:00am.

You can download a contract from our website for more details at www.peoriacac.org. A contract and floor plan is attached. The contract implies that the renter sets up the room and restores the room afterward to the original state. You can pay an additional fee of \$50 for us to do a basic setup of furniture according to your specs. We can also do some other simple tasks like put on table cloths. We do not supply table cloths. For an additional fee of \$50, you can also choose to have us tear down. We will put away the furniture, take out the garbage, clean the floor and if there are rental items, we will prepare them for pickup.

We do not allow helium balloons, bubbles, smoke machines, candles, glitter or confetti or anything that is hard to clean up. If you desire candles, I recommend renting or buying battery-powered candles. We have 28 pillar candles (4" high x 3" in diameter) you can rent from us for \$1 each. They are vanilla scented, white and look and even feel as if they were made of wax.

If you have any further questions, please don't hesitate to contact me,

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