

The Studio Celebration Package

A Day to Prepare, A Day to Celebrate



Celebrate in a space full of character and warmth. With exposed brick, an open floorplan, and a built-in gallery hanging system, The Studio seats up to 100 and adapts beautifully to your vision. It's an artful, made-to-be-styled setting, shaped entirely by you for a signature event.

TWO-DAY CELEBRATION PACKAGE

\$2,500

for two consecutive days in The Studio • Friday–Saturday or Saturday–Sunday

HOW YOUR TWO DAYS WORK

Your first day is for getting ready — décor, load-in, and an optional rehearsal. Your second day is your celebration. The Studio is privately yours both days:

DAY	HOURS	WHEN
Day One <i>Setup, décor & optional rehearsal</i>	Up to 6 hours	Any time between 10:00 AM and 8:00 PM
Day Two <i>Your celebration day</i>	Up to 8 hours	Any time between 10:00 AM and 11:00 PM

Please note: All setup, your celebration, and teardown take place within the included hours.

SETUP & FURNITURE

Our crew sets your tables and chairs before you arrive, following the floorplan you provide at least three weeks ahead, and we handle furniture teardown afterward. You're responsible only for your own décor and personal items. Without a floorplan by the deadline, a standard layout is provided.

ALSO INCLUDED

- **House tables and chairs** set per your floorplan.
- **The Mezzanine with kitchen** — a dedicated space for your caterer to prep.
- **A building attendant** to unlock, secure, and look after the building during your rental.
- **A complete AV package:** wired microphone, speakers, 3-channel sound board, and projector with screen. A technician to run sound &/or projector can be added for \$45/hour (5-hour minimum).



TWO-HOUR PHOTO SESSION

Your package also includes a two-hour photo session in the building’s most distinctive spaces — the Library, Music Hall, Studio, Lincoln Gallery, and Espy Post — scheduled separately on its own day, outside your two rental days. Bring your own photographer.

Please note: Space availability is confirmed at scheduling and may be affected by rehearsals, performances, or other events; should a space be in use, the remaining areas are available to you. Library sessions are arranged outside of public library hours.

GOOD TO KNOW

- **Walkthroughs:** Two are included after your initial tour. Additional walkthroughs are \$75 each for up to a half hour, plus \$25 for each additional half hour.
- **Accessibility:** The entire building is accessible for guests with limited mobility.
- **Parking & shuttle:** 55 on-site parking spaces (including 2 accessible) are first-come, first-served and shared with library patrons during open hours and with any concurrent event. Your package includes the option for a free shuttle — a small yellow school bus — for up to 4 continuous hours, running from the free public lot at 132 E. Main Street. Public lot and street parking in Carnegie are free evenings and weekends.
- **Bring your own bar:** Supply your own beverages and direct your own bar staffing. With no required in-house bar package, that part of your budget stays with you. We just ask for prior approval; all alcohol stays indoors, and to sell alcohol you’ll need your own liquor license (please provide us a copy).
- **Open flames and candles** aren’t permitted in our historic building. LED candles are a safe and lovely alternative.
- **Décor:** Use the built-in gallery hanging system; please avoid tape or adhesives on painted surfaces and share your plans in advance.
- **Catering, cleaning, and insurance:** Bring your own caterer and use the Mezzanine kitchen; rooms are to be left broom-clean; couples are required to carry event liability insurance naming the library as additional insured.

BOOKING & PAYMENT

Your package is \$2,500, all-inclusive. Here’s how booking works:

PAYMENT	AMOUNT	DETAILS
Reservation deposit	\$500	Due at signing to hold your dates. Applied toward your \$2,500 total; non-refundable if you cancel.
Remaining balance	\$2,000	Due 60 days before your event.
Security deposit	\$300	Refundable. Held separately and returned within two weeks after your event if the space is left undamaged.

The refundable security deposit is the only payment you make to us beyond your package price, and it comes back to you after the event. We do require couples to carry their own event liability insurance. Full terms are detailed in your rental agreement.

Ready to begin? Contact Event & Technical Coordinator RJ Kozain at kozainr@carnegiecarnegie.org



