

# The Studio Celebration Package

*A Day to Prepare, A Day to Celebrate*



Celebrate in a space full of character and charm. 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 — set up, décor, load-in, and an optional rehearsal. Your second day is your celebration. The Studio is privately yours both days:

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

House tables and chairs are included with your rental. You and your team arrange them during your Day One hours, so the room comes together exactly the way you envision it, and teardown simply happens within your celebration day hours. No preset layouts required - the space is yours to shape.

## ALSO INCLUDED

- **House tables and chairs** for you to arrange to suit your event.
- **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, and Lincoln Gallery — 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 library programs, 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 \$50 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. Loose glitter, small confetti, and adhesives of any kind (including tape and removable products) aren't permitted on any surface. Please share your decorating 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. Glass is to be sorted into the provided bins.

## BOOKING & PAYMENT

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

| PAYMENT                    | AMOUNT         | DETAILS                                                                                                    |
|----------------------------|----------------|------------------------------------------------------------------------------------------------------------|
| <b>Reservation deposit</b> | <b>\$500</b>   | Due at signing to hold your dates. Applied toward your \$2,500 total; non-refundable if you cancel.        |
| <b>Remaining balance</b>   | <b>\$2,000</b> | Due 60 days before your event.                                                                             |
| <b>Security deposit</b>    | <b>\$300</b>   | 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](mailto:kozainr@carnegiecarnegie.org)

