



Andrew Carnegie Free Library & Music Hall

Lincoln Gallery Specifications & Amenities

Room:

Size:	2,300 sq ft
Height:	15' – 0"
Max Occupancy Seated at Table:	75
Max Occupancy Seated Auditorium Style:	75
Max Occupancy Cocktail Style:	100

Features:

Lighting:	<i>Overhead pendant and recessed fixtures operate independently</i>
Windows:	<i>Ten (10) windows with shades</i>
Flooring:	<i>Carpeted, brown/neutral</i>
Wall Finish:	<i>Painted, creme</i>
Lincoln Gallery:	<i>Permanent Installation includes 100 portraits of Abraham Lincoln ranging from 1847 - 1865</i>
Captain Thomas Espy Post of the GAR:	<i>Exquisitely restored Civil War veteran meeting room which houses invaluable artifacts and unique historical records. Private tours are available by appointment.</i>
Accessibility:	<i>2nd Floor, Accessible by stairs or elevator</i>
Heating/Cooling:	<i>Radiator heat, window AC unit</i>
Fire Exits:	<i>Four (4)</i>
Kitchenette:	<i>Adjacent to room, included with rental</i>
Restrooms:	<i>One (1) ADA restroom with changing table located on Level 2 Additional public restrooms on Studio Level "B"</i>

Event Furniture: *all items subject to availability*

ITEM		QTY	SEATS	LINEN SIZE	NOTES
48"	Round Table	14	4 – 5	108"	<i>Light gray plastic, no linen available</i>
32"	Cocktail Table	10	2	90"	<i>Gray Plastic, no linen available</i>
6'	Rectangle Table	6	6	90 x 132	<i>Gray/Beige plastic, no linen available</i>
4'	Wooden Table	2	4		<i>Antique – only moved with staff approval</i>
4'	Wooden Bar	1	N/A		<i>Wheeled service bar with shelf</i>
	Dark Red Chairs	75			<i>Red back and seat, silver legs</i>

Exterior/Parking Information:

Parking Spots:	<i>55 parking spaces available on grounds – including two (2) ADA parking spaces</i>
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Exterior/Parking Information Continued: Additional Parking:	Main street parking meters and lots non-metered on evenings and weekends as posted
Shuttle Service:	Shuttle service from Main Street lot between Pine and Mary Streets available, must arrange in advance. Suggested for events with more than 100 guests (additional fee)

Equipment and Services: *all items subject to availability*

Audio Package:	Basic PA w/aux input, optional microphone available for additional fee.
Video Package:	Projector and Screen available for additional fee.
Building Attendant:	An attendant will be scheduled to open and close the facility in accordance with the agreed-upon schedule. The attendant's duties are limited to overseeing the building, monitoring of safety and security, and ensuring compliance with facility policies.
Set-up/Clean-up:	House tables and chairs are included with your rental. You and your team arrange them during your rental hours, and teardown takes place within your rental time as well. The space is yours to shape.

Frequently Asked Questions:

Are there any restrictions on decor?	We do not permit loose glitter, small confetti, or adhesive of any kind on any surface including but not limited to tape and 3M-type "removable" products. Otherwise, we encourage your creativity! Please discuss decorating ideas with Event & Technical Coordinator.
Are candles permitted?	Open flames and candles aren't permitted in our historic building. LED candles are a safe and lovely alternative.
Are there any exclusives/can I choose my own caterer?	You are welcome to select your own catering or choose to provide your own food and beverage. We do not require the use of any particular vendor.
Can I serve alcohol?	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 with a copy).
What are the steps for reserving the space?	We start with a tour and discuss event details. One tour is included; additional walkthroughs are \$50 each for up to a half hour, plus \$25 for each additional half hour. When you're ready, a signed contract, security deposit and a non-refundable contract deposit are due to reserve the room. Renters are also required to carry event liability insurance naming the library as additional insured. Additional details are outlined in your contract and invoice. We accept cash, credit, or check.