

WILLIAM KING MUSEUM OF ART
415 Academy Drive * PO Box 2256 * Abingdon, VA * 24212
276.628.5005

BASIC FACILITY RENTAL FEE SCHEDULE
(effective August 1, 2017)

Location	Basic Rental Fee (up to 4 hrs)	Mandatory Security	Additional Rental Fee (per hour after 4 hrs)	Additional Security Fee (per hour after 4 hrs)
Entire Facility (areas listed below)	\$1,100	\$60	\$110	\$15
Regional Gallery, Conference Room, Catering Kitchen, Upper Hall	\$550	\$60	\$55	\$15
Second Level	\$275	\$60	\$30	\$15
First Level	\$275	\$60	\$30	\$15
Conference Room (during regular business hours)	\$110		\$30	

FACILITY RENTAL CAPACITY

Level	Guests Seated at Tables	Guests Seated in Rows	Guests Standing
Third Level:			
Conference Room	25		
Contemporary Gallery	80	120	130
Panoramic Gallery (Hall)	50	75	100
Second Level:			
Main Hall			75
First Level:			
Classrooms	20-25	30-45	

- The basic fee covers a four (4) hour rental period, which includes set-up to exiting the building at the conclusion of the event.
- William King Museum of Art requires a security guard for the duration of the rental period - four (4) hours minimum at \$15 per hour, plus \$15 for each additional hour or increment thereof.
- A \$300 refundable security deposit is required in accordance with the rental contract and regulations.
- All facility rentals must be coordinated with the Community Relations Manager at extension 113.
- The Museum can provide chairs, tables, technology access, and fixtures such as screens and podiums.
- **NO FOOD OR DRINK ALLOWED IN THE GALLERIES AT ANY TIME!**