

**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
<b>Third Level:</b>			
Conference Room	25		
Contemporary Gallery	80	120	130
Panoramic Gallery (Hall)	50	75	100
<b>Second Level:</b>			
Main Hall			75
<b>First Level:</b>			
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!**