

## GENERAL INFO

Root Division is a non-profit arts organization located in the heart of San Francisco's Mid-Market / SOMA neighborhood. Our multi-use facility houses artist studios, a large gallery space, and a classroom, in which we offer a variety of arts and educational programming. This dynamic arts ecosystem offers a unique and flexible location to host an event in San Francisco.

## SIZE

The rentable portion of our facility ranges from 750 – 3,000 sq ft. (See below rates for sizing options.) All rentable space is located on the ground floor, and our facility is ADA accessible.

## AVAILABILITY

We advise you to check our website for conflicts, particularly if you are interested in using gallery walls, as we have our own exhibitions in the space for at least 3 weeks of every month. We host a reception on the 2<sup>nd</sup> Saturday of every month and offer classes in the space most M-TH evenings. Outside of this programming, we generally have availability on Friday, Saturday, and Sunday evenings, as well as most afternoons.

## RENTAL PACKAGES

All rates reflect a 5.5 hour rental fee (4 hour event with 1.5 hour set/clean up)

**\$500 RENTAL OPTION 1: Front Gallery (750 sq. ft.)**

750 sq. ft. Front Gallery space with natural light opening onto Mission Street  
Natural light at 14 ft. ceilings and access to ADA accessible restrooms

**\$1,200 RENTAL OPTION 2: Front & Rear Galleries (1,750 sq. ft.)**

750 sq. ft. Front Gallery space opening onto Mission Street  
1m000 sq. ft. Rear Gallery space  
Natural light at 14 ft. ceilings and access to ADA accessible restrooms

**\$1,500 RENTAL OPTION 3: Front & Rear Galleries plus Classroom w/ Kitchenette (2,250 sq. ft.)**

750 sq. ft. Front Gallery space opening onto Mission Street  
1,000 sq. ft. Rear Gallery space  
500 sq. ft. Classroom space with access to kitchenette  
Natural light at 14 ft. ceilings and access to ADA accessible restrooms

**\$500 RENTAL OPTION 4: Private Meeting Space with View (440 sq. ft.)**

440 sq. ft. Private top floor meeting space with natural light from large windows overlooking Mission Street and San Francisco's federal building. This meeting / office space comes with (or without) 6 desks, (can be combined for a conference table) up to 15 chairs, a couch, and access to high speed WiFi. While ADA restrooms are available on the top floor, the space is not zoned

ADA (some stairs required). With desks, the room comfortably fits 15. Without furniture, the space fits up to 30.

### **CUSTOMIZE YOUR EVENT / ADD RENTALS**

- Add'l people: \$100 for each additional 25 guests over 100
- Add'l time: \$150/ hour for each additional hour of event time
- Wall Space: \$500/ day for each additional day of non-event space use (i.e. for an exhibition )
- Sound: \$150 for use of our PA system (6 channel mixer) with 2 mics & 2 speakers
- Tables: \$10/ each per 30 x 60 folding table (10 available)
- Linens: \$5/ each per black linen sized for 30 x 60 folding table
- Chairs: \$2/ each per folding black chair (up to 30)
- Projector: \$100 HD digital projector with screen (*This does not include a computer, please check to make sure we have the proper connector for your computer.*)

### **ENTERTAINMENT**

**Bands/ DJs/ Caterers/ Special equipment:** You are welcome to arrange these separately.

**Alcoholic Beverages:** Events that are open to the public or ticketed require an ABC permit for the sale of alcohol. We suggest hiring a caterer to fulfill this requirement as needed.

### **TIMING**

Root Division is located in a mixed-use area that includes residential neighbors.

Events must end, guests cleared, and space cleaned up by 12:00 midnight\*\*

(\*\* For every minute past midnight, Root Division charges \$1 of the \$100 deposit.)

### **DEPOSIT**

**20% of total cost** (Non-refundable re: cancellations)

**Due no less than 14 days before the Event Date**

*Refunded after event is complete and all policies followed.\**

*Preferably paid via Paypal to [submissions@rootdivision.org](mailto:submissions@rootdivision.org)*

### **PAYMENT**

**Due in full no less than 3 business days prior to the Event Date**

We accept cash, checks, Visa/MC, Amex and Paypal

### **TYPES OF EVENTS**

Celebrations, meetings, workshops or gatherings of all sorts! FYI, we do not rent the space for dance parties or other rowdy activities while there is artwork on display in the gallery.

### **SET UP/ CLEAN UP**

Renters are responsible for restoring any rented areas (gallery, kitchenette, entryway, walls, etc.) to their original state. A Root Division representative will attend the event and will review the **Clean-Up Checklist** (see attached) with renters in order to ensure the space is left in adequate condition. If anything is damaged or incomplete, renter will be charged \$30 per hour for cleaning.

### **INSURANCE**

Venue rentals are insured separately and event holders are responsible for finding and purchasing their own event insurance. This can usually be done by getting an add-on to your current renter's or homeowner's insurance. ***Proof of insurance must be provided one week prior to the event.***

### **WHO ELSE WILL BE HERE?**

One Root Division representative will be assigned to the event, will monitor the front door, and will be on site to answer any questions about the space. This person will be onsite in the space for the entire duration that participants are present. In addition, Root Division Artists have access to use their studio spaces and the rear mezzanine at all times. Artists are notified of venue rental events, will not interfere, and will restrict time on the first floor for needs to exit the building.

### **WALK-THROUGH**

We require that you (or a representative assigned by you) visit the venue for a walk through prior to reserving the space for an event.

Please email [venue@rootdivision.org](mailto:venue@rootdivision.org) or call 415.863.7668 for more information or to schedule a walk-through of the space.