

## WILLIAM KING MUSEUM

415 Academy Drive • PO Box 2256 • Abingdon, VA • 24212 • (276) 628-5005

### BASIC FACILITY RENTAL FEE SCHEDULE

(Prices effective as of July 1, 2010)

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)	\$1100	\$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 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 terms of the rental contract and regulations.**
- **Members discount will apply as follows:**

Painter's Palette Society	<b>10% discount - rental fees only</b>
Academy Club	<b>10% discount - rental fees only</b>
William King Society and above	<b>20% discount - rental fees only</b>
- **All facility rentals must be coordinated with the Director of Public Relations.**
- **The museum can provide chairs, tables, technology access, fixtures such as screens and podiums, light refreshments such as coffee and pastries, box lunches, and/or catering contacts.**