

Artful Entertaining *at the* *Center for Maine Contemporary Art*

Thank you for considering the Center for Maine Contemporary Art (CMCA), an exclusive location for special events. Located in in Rockport Village with views of the harbor, CMCA is a unique setting for any social or business occasion, from intimate gatherings to festive celebrations.

*The Center for Maine Contemporary Art
is a nonprofit organization dedicated to advancing contemporary art in Maine,
and your use of CMCA's facilities supports our efforts to provide
outstanding exhibitions and educational programs.*

Business Meetings and Retreats ~ Cocktail Parties and Seated Dinners
Concerts and Recitals ~ Lectures and Seminar Programs

We are pleased to host art-related events for individuals, businesses, and organizations. Please contact the Operations Manager at (207) 236-2875 ext. 306 or via email at info@cmcanow.org to discuss availability, details of your event, or to determine a mutually convenient time to visit CMCA.

Facilities

Building

The building that houses the Center for Maine Contemporary Art dates back to 1891. Built originally as a livery stable, the structure then served the town as a fire station before being renovated into a contemporary art center.



Main Gallery

Rockport's ship building history is apparent in this spacious gallery, which is framed by beams and hand hewed knees. The Main Gallery will accommodate 95 for a seated dinner or business meeting, and 190 for a reception. The Main Gallery may be combined with the Loft Gallery to serve a multitude of evening uses.

Loft Gallery

The Loft Gallery provides a similarly charming setting. Located on CMCA's top floor, this gallery is ideal for smaller affairs and will accommodate 50 for a seated dinner or business meeting, and 100 for a reception. When using the main gallery, the loft gallery is ideal for hors d'oeuvres before a seated dinner or a coffee break during a lecture.



Tucker and Brown Galleries (not pictured)

The Tucker and Brown Galleries are ideal for smaller gatherings. Their combined space will accommodate 30 for a seated dinner or business meeting, and 60 for a reception.

Gallery Details

Room	Square Feet	Dimensions	Seating Capacity without Tables & Chairs	Seating Capacity with Tables & Chairs
Main Gallery	1,464	61' x 24'	190 people	95 people
Loft Gallery	1,275	75' x 17'	100 people	50 people
Tucker/Brown Galleries	396	22' x 18'	60 people	30 people

The main gallery and loft galleries combined can accommodate up to 290 people for an event without tables and chairs, 145 people with tables and chairs.

Rates

	First two hours	Each additional hour
Main Gallery	\$750	\$250
Loft Gallery	\$500	\$200
Main & Loft Gallery	\$1,000	\$300
Tucker/Brown Galleries	\$400	\$150

A 25% non-refundable deposit is required to reserve the facility. The remaining balance is due no later than the day of the event.

Excluding deliveries, the rates above apply to the time the facility is used for an event, including set-up and clean-up.

Acceptable forms of payment include cash, check, American Express, MasterCard, VISA, and Discover.

A 25% discount may be available to nonprofit organizations.

Facility Use Guidelines

General Information

We are pleased to host your event between the hours of 5:00 p.m. and 11:00 p.m. on days the gallery is open, and 8:00 a.m. to 11:00 p.m. otherwise. This includes set-up and clean-up. The Operations Manager will be happy to discuss availability with you.

CMCA is a unique and non-traditional space in which to hold an event. We are pleased that the exhibitions will be available for your guests' viewing, though we kindly request that our clients and guests take note of a few restrictions designed to safeguard the art while ensuring an enjoyable event. A CMCA staff member will be present to oversee your event, with the authority to enforce CMCA's standards of safety and security, and is under no obligation to assist with your event. The client agrees to abide by the staff member's instructions.

Gallery Usage

Every year CMCA has approximately 25 exhibitions which feature work created by over 500 contemporary Maine artists. We encourage you to enhance your event with an educational gallery tour or exhibition viewing. All exhibition galleries will be available for viewing during an event.

Obstruction, rearrangement, or disturbance of any artwork on display is prohibited. CMCA reserves the right to move, remove, or restrict access to any works of art it determines may be at risk or otherwise unsuited to the event. No objects or displays are allowed within 2 feet of gallery walls.

Catering – Food and Beverages

Only a licensed caterer or bartending service, pre-approved by CMCA, may serve food and/or alcoholic beverages at CMCA. Please ask for a current list of approved caterers. Caterers must have liquor liability insurance. The client must provide CMCA with proof of liquor liability insurance at least ten days before the event. Alcoholic beverages may not be taken outside the building.

All food preparation must be done off-site or in CMCA's Lower Level (basement). No onsite deep frying or other preparation liable to leave persistent odors is permitted anywhere onsite.

The caterer or client is responsible for leaving the facility in good condition, the condition in which it was received. This includes removing all trash, including bottles, from CMCA directly after the event. The client will be responsible for any additional cleaning expenses incurred by CMCA.

Music

Music, excluding amplified, is welcome at an event provided that music is indoors only. Due to our residential location, CMCA reserves the right of final approval of your entertainment selection. The CMCA staff member on duty during an event retains the right to alter the sound level without notice.

Equipment

The client will be responsible for set up of equipment and event necessities. CMCA owns approximately 100 white metal folding chairs, 9 - 48" round tables, 3 - 8' banquet tables, and 1 - 6' banquet table. Provided that CMCA is not using the tables and chairs, they are available to the client at no additional charge. All items must be returned clean and undamaged to their original location.

Event rentals may be delivered anytime during the day of the event after 10:00 a.m. Event rentals must be picked up no later than the next business day following your event. CMCA's Operations Manager must be made aware of scheduled rental deliveries and returns.

Decorations

Tabletop, freestanding, and easel-supported decorations are welcome, as are cut flowers. Please refer to the list of prohibited items below. All decorations must be removed from the facility at the conclusion of the event. CMCA is not responsible for any possessions left behind.

Prohibited Items

Due to climate control, safety concerns, and our residential location, the following are prohibited at CMCA:

- amplified music
- smoking
- candles
- oil lamps
- red wine
- cooking or sautéing food in the galleries
- frying food anywhere in the building
- displays affixed to gallery walls
- ice sculptures
- bubbles

Access

We ask that your guests enter CMCA through the Main Gallery entrance on Russell Avenue. Most public areas of CMCA are wheelchair accessible. Please notify the Operations Manager of any guests who require special needs.

Parking

CMCA has a very small parking area that fits 5 cars at most. Plenty of on street parking is located within walking distance of CMCA. We regret that we are unable to provide parking for contractors such as photographers, musicians, caterers, etc.

For larger events, a parking attendant may be required during guest arrival.

Insurance

CMCA requires an original certificate of liability insurance for the date of your event. This is a standard form provided by insurance companies, typically at little or no cost to you. Individuals may request this form from your homeowner's insurance company. Minimum insurance requirements will be outlined in your facility use contract. The certificate of liability insurance should be given to CMCA at the time the reservation deposit is made.

Directions

The Center for Maine Contemporary Art is located in scenic Rockport Maine, overlooking Rockport Harbor. Rockport is nestled between Rockland and Camden, Maine.

Directions from points South: Take I-295 north to Brunswick and continue north on Route 1. Follow Route 1 to Route 90 east until it ends. Turn left on Pascal Avenue, and proceed through Rockport Village. Continue up the hill, at the Opera House bear right and look for CMCA on the right. We are located at 162 Russell Avenue.

Directions from points North: Take Route 1 south through Camden. Turn left onto West Street at the junction of Routes 1 and Route 90. Turn left onto Pascal Avenue, and proceed through Rockport Village. Continue up the hill, at the Opera House bear right and look for CMCA on the right. We are located at 162 Russell Avenue.