



## **IPRAC RENTAL PRICES (NON-PROFIT RATE\*)**

The Institute of Puerto Rican Arts and Culture (IPRAC) is proud to offer its beautiful facilities for private event rentals. IPRAC has a variety of rooms available that can be rented individually or in combination. For all events IPRAC will strictly follow the room capacity limits noted below. Prices below include room rental for four hours, 10 round tables and 100 chairs and an enclosed tent fitting 150 people if renting the courtyard. All events must end by 12:00am. There will be a \$500 charge per every additional hour over the four included in the base rental price.

Space	Banquet Capacity	Cocktail Capacity	Price
Courtyard	250	350	\$1150
Gallery	100	150	\$500
Theater	75	100	\$300
Reception Hall	30	50	\$100
Café	Not available	30	\$150
Classroom	Not Available	60	\$125
Exterior Space	Not Available	350	\$250
Entire Building	400 Maximum capacity for entire building		\$1,750

In addition to the room rental, IPRAC will provide the following mandatory services which will be charged to the renter:

Service		Cost
Security	1 security guard for every 50 attendees.	\$25/hr for each security guard
Staff	3 staff for every 100 attendees	\$10/hr for each staff member, add 3 hours set-up and breakdown
Insurance	Insurance provided by IPRAC	\$50
Clean Up Fee	Flat rate will be charged for clean-up	\$200
Management Fee	15% of total space and services cost	Cost will vary according to event

**Food** – IPRAC will provide a list of approved food service vendors. If renter provides own food or uses vendor outside of approved list a fee of \$150 dollars will be added to the rental price.

**Liquor** – For reasons of liability, renters must use a liquor service provided and approved by IPRAC. IPRAC will provide a list of approved liquor service providers.

*\*Renters seeking non-profit rate must provide a copy of their 501 c3 letter.*