

# The Radio Room

## RADIO ROOM & GALLERY SPACE RENTAL RATES & DETAILS

**Radio Room rates for weekday meetings and gatherings (no admission charged):**

	Standard Rate	Non-Profit Group	Member
1/2 Day (1-4hrs)	\$100	\$50	\$50
Full Day	\$150	\$100	\$75
Gallery Space	\$25/\$50	Incl	Incl

Weekday events conclude by 4:30 pm Monday – Friday

**Radio Room rates for evenings and weekends (no admission charged):**

	Standard Rate	Non-Profit Group	Member
1/2 Day (1-4hrs)	\$175	\$100	\$75
Full Day	\$225	\$175	\$100
Gallery Space	\$50/\$75	\$25/\$50	\$25

Evening and Weekend Events conclude by 10 pm

**Radio Room rental rates for concerts and other events charging admission:**

	Standard Rate	Non-Profit Group	Member
1-4hrs	\$300	\$225	\$225



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## Accommodations

The Radio Room can be used for trainings, meetings, receptions and performances. This room can comfortably accommodate 40 people in a square shape or classroom setting, 60 people in a banquet setting, and 80 people theater style or for reception (no tables). Maximum occupancy is 80. This room has a stage, Green Room, bar area, and restrooms. There are no kitchen facilities. The East or West Gallery breakout space is rectangular shaped and down a short hall from the Radio Room. Each Gallery can accommodate 15-20 for meetings and 35 for reception. The East Gallery is larger and has a sink and refrigerator available for use.

## Reservations and Rental

Rooms are available for reservation and rental seven days a week, from 8:00am – 10:00pm, as staffing and booking arrangements allow. Reservations of rental are made on a first-come, first-served basis. A signed Rental and Use Agreement is required to confirm your rental reservation and damage deposit paid. KAFM will arrange for staff to be present during evening/weekend events. If your group has to cancel, we require 24 hours' notice. Less than 24-hour notice may result in the forfeiting of the damage deposit.

## Equipment (Tables/Chairs/A/V)

8' banquet tables and upholstered chairs are included in the rental. A number of smaller round cocktail-style tables are available. The Radio Room is outfitted with a screen and LCD projector. Use of a hand-held microphone on the stage is included in the rental. Use of the full audio and sound system requires the services of house sound engineer and is billed separately. Garbage cans with liners are included. There are no utensils for serving at the facility. There is a sink in the East Gallery.

## Set up/Clean Up

Renters are expected to do their own set up and clean up of the rental facilities used. Clean up includes stacking chairs and break down tables and bagging any garbage. KAFM can provide room set up to your specifications and tear down the room for a \$50.00 fee.

## Decorations

Planned decorations are to be discussed in advance and approved by KAFM staff. They must be removed following the event.

## Refreshments

Groups are welcome to bring their own snacks, meals and/or sodas to the Radio Room. Catering and potlucks are also encouraged, as KAFM Community Radio cannot provide for snacks, meals, sodas or any paper products or utensils.

## Alcohol Service

If alcohol is desired during the event, Owner may sell and serve beer and wine, upon advance mutual agreement. All proceeds for alcohol sales shall belong to Owner. No alcohol of any



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kind may be brought onto the premises by Tenant or any attendee. You must adhere to local, state and federal laws regarding the age of consumption, encourage responsible drinking, etc., and provide KAFM /Grand Valley Public Radio with a certificate of liability insurance stating that we've been added as an "additionally insured" entity on the day of your event. The certificate must be ordered and presented prior to the day of the event.

## Guest Etiquette

- 1) Guests are expected to respect signage and barriers that designate "Staff Only" areas of the building.
- 2) Guest do not have access to Studio D/ Sound and Video equipment.
- 3) Guest are expected to be courteous and respectful to KAFM Community Radio staff and volunteers at all times.

## Parking

Free parking is available in lots on either side of KAFM Community Radio. Overflow parking is available on 13th Street and Colorado, located North West of the building.

## Other Conditions

**Insurance:** Renter must provide KAFM Community Radio with a certificate of liability insurance stating that we've been added as an "additionally insured" entity on the day of the event.

**Clean Up/Damage Deposit:** A Damage Deposit of \$100.00 is required for all rentals. A separate check can be issued and will be returned following the event. Guests are required to clean up after their event, and leave the room in the condition it was presented. Failure to do so may result in the forfeiting your rental deposit.

**Smoking:** Smoking of any kind is prohibited.

## OTHER SERVICES AVAILABLE

To be invoiced as services are provided:

**Audio/Lights Studio D Sound Engineering Services:**

\$40.00/hour based on actual hours worked

**Cleaning Fee:** \$50 (if ordered or required)

**Set up / Tear Down for room:** \$50 (if ordered)

Underwriting to promote event is available through KAFM on-air announcements (negotiated separately)

