

CROSTOWN ARTS

Venue Guidelines

Crosstown Arts offers 430 N. Cleveland is available exclusively for the exhibition, performance, or presentation/discussion of creative work: performances, shows, short-term exhibitions, or other arts-based events such as lectures, discussions, screenings, etc. The 1200 SF space provides opportunities for artists, musicians, performers and arts organizers to perform or show their own creative work or the work of others. It is available by request for a small fee and based on calendar availability. We welcome local and visiting artists, and take no fees from cover charges or art sales.

To secure final confirmation of your event, you must sign a booking contract with all agreements, details, and schedules in place. Rental fee must be paid in advance of event taking place unless other arrangements have been made with the Director of Events, Stacy Wright (stacy@crosstownarts.org).

Venue & Booking Guidelines:

- After reading these guidelines, please fill out a request form on our website to begin the booking process.
- Rental fee is \$60 per day for a total of 6 hours; you may book up to 5 nights maximum in order to encourage a wide variety of events.
- Door charge must be \$12 or less (or free) to keep the shows as affordable as possible. [If you would like to organize an event with a ticket/door price over \$12 and/or non-art-related content, please contact stacy@crosstownarts.org for more information on other available spaces].
- 100% of any door charge or art sold goes to the artist/musician/event organizer booking the space.
- All events must be open to the public until room occupancy (or # of tickets offered) is reached.
- Fee includes use of the following items if requested: up to 65 chairs; PA/speakers if requested; projector; 4 white rectangular tables; use of our clamp lighting; and basic repairs to walls following art installations. Please note your requests on our venue rental form.
- You are responsible for the installation and de-installation (including tools and hardware) of your artwork, with specific parameters given in advance by Crosstown Arts. We do not provide insurance for your artwork and are not responsible for any damages occurring on our premises.
- Receptions, food & drink: we provide tables for serving food, but you must provide your own food, beverage, ice, coolers, or serving supplies if you plan to serve anything. You must be responsible for removing all supply materials related to food service the night of your event.
- You may serve (**but not sell**) alcohol and you must provide a dedicated bartender who will ID your guests. Host of event must provide own alcohol; no guests of event can bring in alcohol. General donations (tips) may be collected. Alcohol may not be consumed outside of the venue.
- Smoking is not allowed on the premises.

Communications:

Crosstown Arts is the venue for your event, and “Crosstown Arts” should be communicated as the **location (not sponsor or partner) in text form only: Crosstown Arts, 430 North Cleveland, Memphis, TN 38104.**

If you would like Crosstown Arts to help publicize your event, please email us any related graphics and text at least **four weeks** in advance of your event. We will accept graphics up to one week prior to the event

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but there is no guarantee the information will be included in our media. Your event may be posted on our website events calendar as well as shared through our social media platforms.

If you are interested in proposing an idea for a collaborative project with Crosstown Arts as a sponsor or partner, please contact Emily Halpern, emily@crosstownarts.org.

Venue Details:

Crosstown Arts, 430 N. Cleveland, Memphis, TN, 38104

Space Description:

Seated occupancy: 80
Standing occupancy: 150

1200 square foot rectangular room with 11' ceilings
West wall – entrance and windows
South wall (available for art installation) – 49'
East wall (available for art installation) – 20.5'
North wall (available for art installation) – 31' with metal beam at center

Storefront entrance with all glass windows; handicap accessible
White walls (sheetrock on top of plywood) and white ceiling; concrete floors

Two Bathrooms with two stalls each; small sink & counter area
Shower

Adjacent to 15 parking spaces; parking available at Cleveland Street Flea Market or in rear parking lot

Available Equipment and Amenities (all upon request):

We DO NOT have a backline

FOH

Mackie DL1608 Powered mixer (16 channels)
(2) QSC K8 Powered speakers
Shure SM57 and SM58 microphones
Microphones stands
XLR cables

Projector available
DVD player available

65 plastic & metal chairs
5 – 24x60" white wooden tables
3 60" round tables
House lights installed and additional clamp lights available