



# Special Events Package



1429 Bryant Street | Charlotte, NC 28208 | 704.837.1688  
[www.lacaprojects.com](http://www.lacaprojects.com) | [info@lacaprojects.com](mailto:info@lacaprojects.com)



Established in 2013, Latin American Contemporary Art (LaCa) Projects has locations in Charlotte and Buenos Aires. The gallery's mission is to use this unique combination of settings to create a gateway for connecting contemporary Latin American artists with the increasingly diversifying arts scene of Charlotte, as well as to provide a location in the Southeast region of the United States for art collectors to develop and foster an appreciation for the visually striking narrative of contemporary Latin American art.

Just minutes from uptown Charlotte and Southend, LaCa Projects' Gallery and adjoining remodeled warehouse boasts one of the largest artistic spaces in the Southeast, spanning more than 8,000 square feet. Its expansive, well-designed floor plan features exposed brick walls, polished cement floors, natural and state-of-the-art lighting, an exceptional view of the Charlotte skyline, and the added decor of contemporary art.

**LaCa Projects** 1429 Bryant Street Charlotte, NC 28208 USA  
info@lacaprojects.com  
www.lacaprojects.com

**Gallery Hours**

Tues.-Fri.: 11 AM – 6 PM  
Saturday: 11 - 2 PM  
Sunday/Monday: By Appt.

**Contact**

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info@lacaprojects.com

LaCa Projects is a sought-after, exclusive venue for special events, and remains one of the most unique spaces in the region. LaCa offers competitive rental rates, ample parking, a state-of-the-art projection system, kitchen amenities, and much more.



# Rental Packages

Gallery 1 only | Gallery 2 only  
3,259 total square ft.  
Capacity: 200/275 persons

Tues. - Thurs: **8Hr. \$2,500** | **4Hr. \$1,250**  
Fri. - Sat.: **8Hr. \$3,500** | **4Hr. \$1,750**

Gallery 1 + Gallery 2  
8,700 total square ft.  
Capacity: 350 persons

Tues. - Thurs: **8Hr. \$4,000** | **4Hr. \$2,000**  
Fri. - Sat: **8 Hr. \$4,500** | **4Hr. \$2,250**

A 20% discount is applicable to all rental rates for non-profit organizations.

LaCa projects requires a **\$500** refundable security deposit at the time of booking, which covers damages, excessive wear and tear, and unmet expectations of the LaCa contract. The full deposit will be returned to the client after the completion of the event and a full facility inspection by staff, if no damage or breach of contract is found. If the \$500 does not meet the needs of any necessary or applicable repairs, the client's provided credit card can be charged for the remaining amount of repairs.

All rental parties are subject to a non-refundable **\$300** cleaning fee, which covers the extensive, deep cleaning of our facility post-event.

Set-up and break down times should be factored into the total event rental time slot. Hour-increment rentals are available for reservation if additional time is required, for \$200 per additional hour. If a 4-hour rental client requires more than 2 additional hours, they will be charged the full amount of an 8 hour rental.

Wedding ceremonies and receptions are limited to 100 or less guests.

## Filming and Photography rentals:

Any parties interested in conducting film, photography, or audio projects (ie. music videos, promotional videos, photo shoots, podcasts, interviews, vocal performances) are subject to content approval and rental rates:

**Film:** \$150/Hr.

**Photo:** \$50/Hr.

**Audio:** \$50/Hr.

## Amenities:

- Handicap accessible entrances
- Access to gallery and current exhibitions
- Dimmable lighting
- A/V equipment and projector

### Parking:

LaCa Projects offers 75 spots in its own parking lot, which is available to all visitors, clients and guests. 115 additional public parking spots are available along Bryant Street and Summit Avenue, and are free of charge on a first come/first serve basis. LaCa Projects event parking may overflow into the lot East of LaCa and across the street on weekends and after 6pm on weekdays. All other adjacent parking lots are privately owned, and use may result in towing. **LaCa Projects is not responsible for any damage, theft, or towing expenses that may occur.**

### Audio/Visual:

Clients of the gallery have the option to utilize LaCa's surround sound speakers in both Gallery 1 and/or Gallery 2. Commercial-free stations from a licensed music provider, such as Pandora, can be chosen at the guest's discretion. LaCa Projects also has the capability to play a pre-arranged playlist from any Mp3 device or iPad through its overhead speakers

The gallery warehouse features a state-of-the art projection system that displays a 15' x 15' image directly onto one white wall.

If clients choose to utilize their own A/V equipment, it is the client's responsibility to ensure it is working and functional. LaCa Projects staff is not responsible for assisting with or fixing A/V issues on equipment not part of the LaCa Projects facility.

Rental clients are not permitted to unplug any active gallery technology, such as the projector, surveillance, and internet systems.

# Required Vendors

## Caterers

The following caterers are partners of LaCa Projects, and were chosen because of their exceptional quality, service, and staffing. LaCa Projects does not permit the use of caterers outside of this designated list.



Roots Catering  
704.975.1691  
rootsfarmfood@gmail.com  
roots-catering.com



La-tea-da's Catering  
704.338.6864  
www.lateadas.com



Something Classic Catering  
704.377.4202  
www.somethingclassic.com



Porcupine Provisions  
704.376.4010  
www.porcupineprovisions.com



Hot Tomato Catering  
704.890.7718  
www.hottomatocatering.com



Best Impressions Catering  
704.333.9779  
www.bestimpressionscaterers.com



Plate Perfect Catering – Mama Ricotta's,  
Midwood Smokehouse, Yafo Kitchen,  
Paco's Tacos  
704.714.9885  
lfogleman@plateperfectcatering.com  
www.plateperfectcatering.com

# Rental Guidelines

LaCa Projects prides itself on its artistic offerings and opportunity to serve the community through gallery rentals. To ensure preservation of its artwork and facility, the following non-negotiable guidelines will be enforced.

- **Acts of God** that cause any failure of performance shall not be the responsibility of either party, and in such case the gallery will make every effort to reschedule the event. If the event cannot be rescheduled, the gallery will refund the rental amount minus the non-refundable deposit.
- **Bathrooms** on the LaCa Projects premises are available to all event clients. Events with a headcount exceeding 300 will require the arrangement of additional bathroom access at the cost of the client, in the form of port-a-potties or restroom trailers.
- **Capacity** of persons for LaCa Projects full facility is strictly 350, as enforced by fire code.
- **Candles** must have glass-covered sides with 1" coverage at minimum to be permitted.
- **Deposit of 50% of the total cost of the rental** is due within seven business days of booking the space to hold the date and confirm the space, in addition to the other gallery fees. The Renter agrees to give credit card information at booking to cover incidentals that may arise during or after event. The security deposit and 50% holding deposit are non-refundable. The remaining balance is due **no later than 30 days prior** to the event date and will not be refunded for cancelled events. If final payment is not received, it will be automatically charged to credit card given at the time of booking. If an event is booked 30 days or less prior to the event date, the entire rental fee is due immediately to confirm the date and space, and is non-refundable. If a credit card is chosen for payment, an additional 3.5% processing fee will be assessed.
- **Entertainment**, including any applicable licenses for alcohol service and live or recorded music, is the sole responsibility of the Renter.
- **Events** held at LaCa Projects during the week must conclude no later than 10:00 pm, and on Fridays and Saturdays at 11:00 pm. This includes breakdown. **Events must end at the designated end time.** Renters will be charged \$200 for every hour the event runs after the designated end time, on the credit card given at time of booking.
- **Exhibitions and artwork** cannot be touched, rearranged, added to, and/or removed for an event, under any circumstances. Renters will be fully responsible for reimbursing the gallery for the full retail amount for damaged, stolen, and/or lost artwork during the event. LaCa Projects reserves the right to end an event if the gallery staff has requested artwork not to be touched more than three times, or if they feel the safety and care of the facility or any persons attending the event are in jeopardy. Artwork being used as a backdrop for food tables or a bar must be at least four feet away from the set-up. Vendors and renters are responsible for communicating to their staff and guests the importance of NOT leaning against or touching the artwork.
- **Gallery staff** should not be expected to assist with the event set-up or perform the duties of a professional event planner, and is involved only to protect the gallery and its artwork, act as a liaison between the renters and the gallery, staff events, and coordinate vendor deliveries.
- **Clients** are responsible for bringing all supplies and items necessary for their events, and are asked to refrain from requesting LaCa Projects staff for access to its supplies. This includes tape, staplers, pens, makers, folders, nametags, signage, furniture, kitchen utensils, linens, décor items (including candles, flowers, and artwork), telephone, computers (for printing or otherwise), and any other miscellaneous items necessary for the event.
- **Items** such as helium balloons, loose glitter, tapered candles, spray paint, floor tape, rice, birdseed, bubbles, feathered boas, and sparklers are not permitted in the facility.

- **Kitchenette** use is permitted only to clients hosting an event of 50 people or less, in the case of a Gallery 1-only rental.
- **LaCa Projects** is not responsible or liable for injuries or fatalities that occur on its premises and reserves the right to end an event due to any safety concerns or altercations between guests, clients, vendors, and staff.
- **Parking** (see page 3) set forth by the gallery must be followed by all guests, clients, and vendors throughout set-up, event duration, and breakdown. LaCa Projects is not liable for any fees incurred from failure to follow parking instructions.
- **Photography** is permitted but must be pre-approved by gallery staff
- **Publicity** must be approved by LaCa Projects. Use of the LaCa Projects logo is not permitted except under special circumstances. All event location details must read: LaCa Projects.
- **Returning the gallery** to its normal condition, including returning gallery furniture back to its original location, is required immediately following the event and is the responsibility of the renter. Any rentals that have been cleared with LaCa's event manager to be picked up the following day must be broken down and stored in the warehouse. Food and trash must be put into trash cans/removed from the facility immediately upon conclusion of an event. If breakdown is expected to last longer than one and a half hours following the event, the renter should return the following day to conduct clean-up by 10:00 am. On Sunday mornings this time changes to 12:00 pm. IF the rented space is not cleaned within this time frame (including removal of party favors, trash, personal items, floor debris, food particles, putting furniture back, etc.) an additional \$300 cleaning fee will be issued to the credit card given at booking.
- **Set-up and breakdown** for the event is the responsibility of the renter and/or vendors. Due to its retail operations, **the gallery may not be used for any staging** and must remain clear of tables and set-up items until three hours prior to an event start time. Décor and scheduling of deliveries must be coordinated and approved in advance with the events manager. LaCa is not responsible for any items left on the premises.
- **Smoking** is not permitted inside the gallery or within 15 feet of the premises.

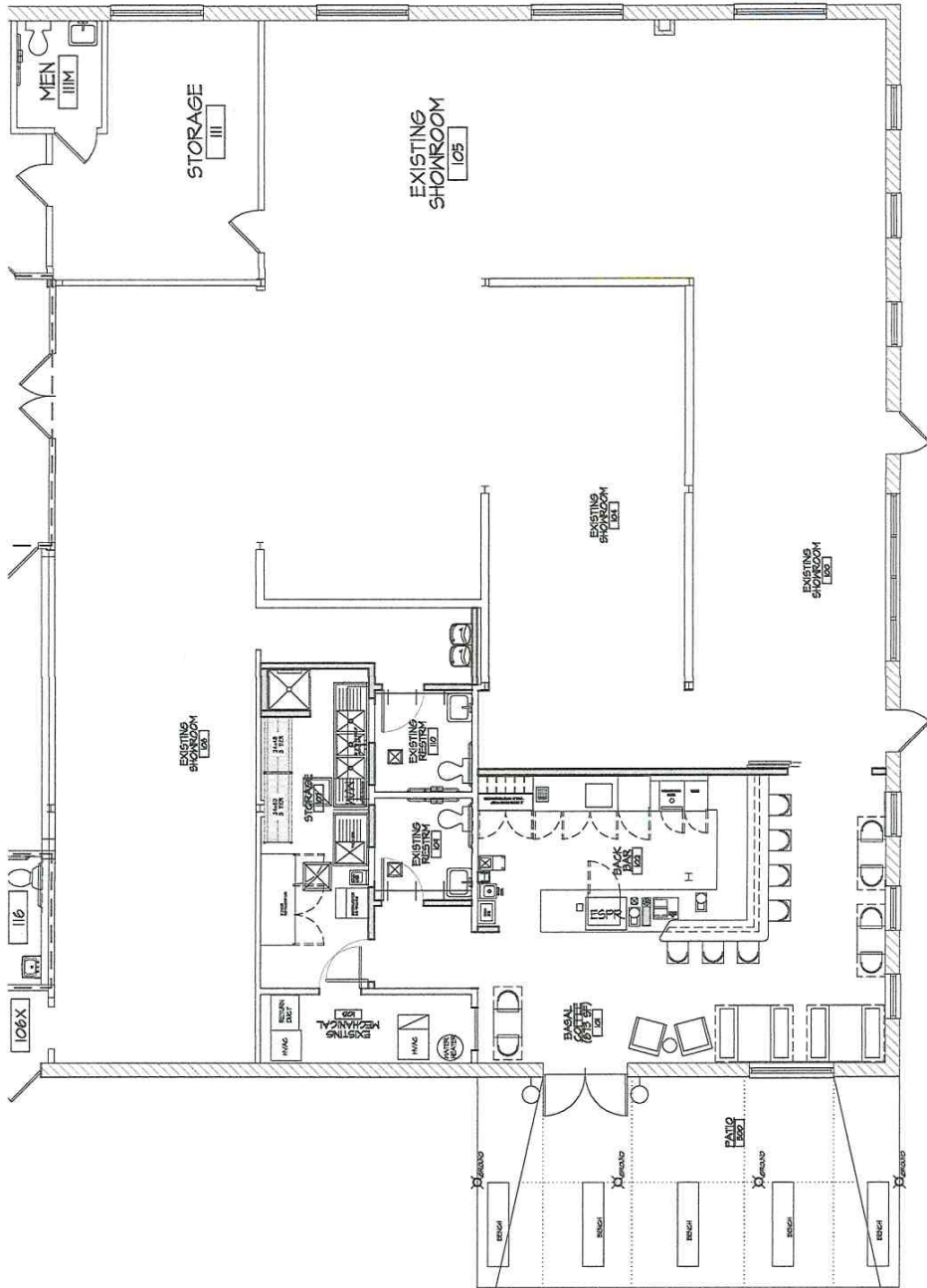
## Important

LaCa Projects, first and foremost, is a fine art gallery with retail operations and regular business hours. Gallery business, such as walk-in appointments, meetings, photography, and tours may occur during event set-up and remains at the discretion of art gallery staff. The LaCa Projects events manager will inform rental clients of any gallery business that may occur during event set-up; however, clients are asked to remain respectful and sensitive to the day-to-day operations that can occur during event set-up.

Clients are also asked to refrain from event preparation activities that are disruptive to the operations of the gallery. This includes, but is not limited to, volunteer training, having large meals in the gallery, loud or disruptive behavior, and other such activities that are not appropriate for a fine art gallery environment.

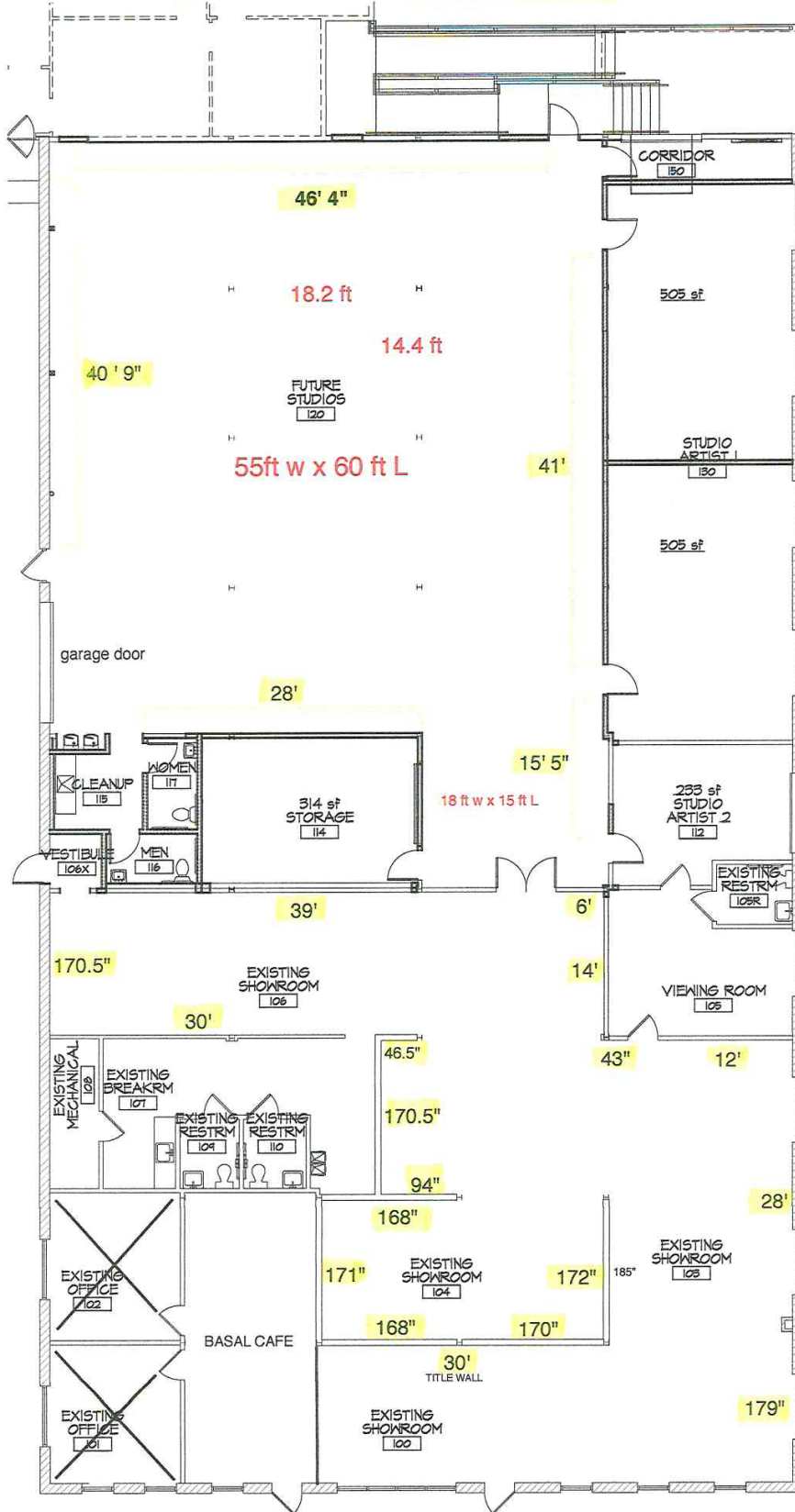






LoCa PROJECTS  
 1424 BRYANT STREET  
 JULY 28, 2011

**LaCa Galleries & Warehouse Measurements**



0 1' 2' 4' 8' 16'  
SCALE: 1/8" = 1'-0"