



EVENT RENTAL GUIDE





## Welcome to Mellwood Art Center!

We are a dynamic complex of artist studios, small offices, shops, galleries, event rooms, and more. Conveniently located with access to I-71 / I-64 / I-65 and just minutes from downtown Louisville.

We offer 5 unique event spaces: the Da Vinci Room, Van Gogh Room, Picasso Room, Monet Room, and the Pigment Gallery.

We would love to host your wedding ceremony, reception, dance, corporate meeting, fundraiser, or other special event.

## What do people love about hosting their event at Mellwood Art Center?

- Open vendor policy
- Plenty of FREE PARKING
- NO site fees or surcharges
- 18-hour rental period
- Set-up and take-down of tables and chairs included
- Bring in and serve your own alcohol
- Mellwood facilitator on duty at all events







## Da Vinci Room

Saturday rate | \$7,800

### Accommodates 200 – 1,000 guests

seated or up to 1,600 guests standing.

**19,000 square feet** with 4,000 square foot private patio.

### Rental includes:

- Private bride and groom suites
- One hundred 60-inch diameter round tables and 800 white resin chairs
- Twenty 6-foot x 30-inch rectangular tables
- Kitchen for warming and staging
- 12-foot x 16-foot stage, 26.5-inch high
- Wooden dance floor
- Security deposit is \$1,500

### Special Rates for the Da Vinci Room:

Fri & Sun	\$6,700
Fri & Sun (JAN-MARCH)	\$6,000
Sat (JAN-MARCH)	\$6,800
Mon – Thurs (EXCEPT HOLIDAYS)	\$4,300



Photo courtesy of Anna Ray Photography

**“Mellwood captured the magic I was looking for in a wedding venue.”**





## Van Gogh Room

Saturday rate | \$5,500

### Accommodates 175 - 650 guests

seated or up to 1,200 guests standing.

**12,500 square feet** with 3,900 square foot private courtyard

### Rental includes:

- Private bride and groom suites
- Seventy 60-inch diameter round tables and 700 chairs
- Twenty 6-foot x 30-inch rectangular tables
- Kitchen for warming and staging
- Dance floor
- 12-foot x 16-foot stage, 26.5-inch high
- Security deposit is \$1500

### Special Rates for Van Gogh Room:

Fri & Sun	\$4,600
Fri & Sun (JAN-MARCH)	\$4,200
Sat (JAN-MARCH)	\$4,600
Mon – Thurs (EXCEPT HOLIDAYS)	\$3,000





**Accommodates 175 - 350 guests**  
seated or up to 700 guests standing  
**10,000 square feet** with 1,500 square  
foot balcony

**Rental includes:**

- Private bridal suite
- Forty 60-inch round tables and 400 white plastic folding chairs
- Ten 6-foot x 30-inch rectangular tables
- Shared kitchen for warming and staging
- Adjacent lawn available for \$400 (tent is necessary to make this area private)
- Security Deposit is \$1000

**Special Rates for the Picasso Room:**

Fri & Sun	\$3,000
Fri & Sun (JAN-MARCH)	\$2,700
Sat (JAN-MARCH)	\$3,000
Mon – Thurs (EXCEPT HOLIDAYS)	\$1,900



## Picasso Room

Saturday rate | \$3,800

## Monet Room

Saturday rate | \$1,700



**Accommodates 60 - 180 guests**  
seated or up to 225 guests standing  
**4,000 square feet**

**Rental includes:**

- Private bridal suite
- Twenty 60-inch diameter round tables and 200 chairs
- Six 6-foot x 30-inch rectangular tables
- Shared kitchen for warming and staging
- Adjacent lawn available for \$400 (tent is necessary to make this area private)
- Security deposit is \$500

**Special Rates for the Monet Room:**

Fri & Sun	\$1,400
Fri & Sun (JAN-MARCH)	\$1,200
Sat (JAN-MARCH)	\$1,400
Mon – Thurs (EXCEPT HOLIDAYS)	\$800





## Pigment Gallery

Saturday rate | \$1,000

**Accommodates 60 – 80 guests**

seated or up to 125 guests standing

**2,500 square feet** with a small outdoor patio

### Rental includes:

- Eight 60-inch diameter round tables and 80 white resin chairs
- Three 6-foot x 30-inch rectangular tables
- Limited food staging area (kitchen) – fridge, toaster oven, microwave, counter space, and ice chest provided
- Security deposit is \$350
- Bridal suite

Fri & Sun

\$800

Mon – Thurs (EXCEPT HOLIDAYS)

\$800

## Chair Upgrades by Mellwood

Priced  
per chair



White Resin with padded seat | \$2.50



Dark Walnut | \$3.00



Fruit Wood with padded seat | \$3.00

## Other Add-Ons

### ARCHES

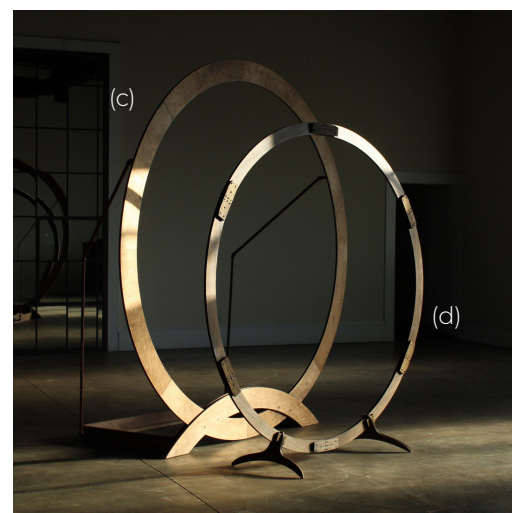
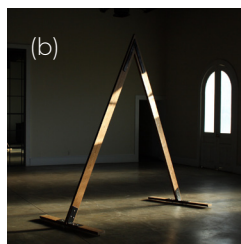
Small Square Arch <sup>(a)</sup>	\$100
Large Triangular Arch <sup>(b)</sup>	\$200
Large Circular Arch <sup>(c)</sup>	\$200
Small Circular Arch <sup>(d)</sup>	\$100

### TABLES

Cocktail Tables	\$12 ea.
Extra 60" Round Tables	\$15 ea.
8' Rectangular Buffet Tables	\$15 ea.

### OTHER

Black Podium	\$45
Extra Rolling Bar	\$45





## IMPORTANT INFORMATION

### PLEASE NOTE THAT OUR PRICES ARE NOT NEGOTIABLE.

- Rooms are available for occupancy on the date of rental from 8:00 AM until 2:00 AM. Set-up and take-down occurs within that window of time. In order to set-up the day before, you must rent the room both days.
- Rooms don't come with linens or decorations.
- Effective January 1, 2023 all payments for short term event rentals are subject to a 6% Kentucky sales tax.
- A certificate of liability insurance is required for every event at the Mellwood Art Center. A policy can be purchased from [theeventhelper.com/#29hJ4j](http://theeventhelper.com/#29hJ4j) or through an insurance company of your choice.
- Contact details for agencies that issue/provide appropriate coverage (usually \$225) can be provided
- A rental deposit in the amount of 50% of the rental reserves the space. The remaining 50% is due 90 days prior to the event
- The Mellwood Art Center offers a 10% discount to non-profit organizations on Fridays and Sundays
- The Mellwood Art Center offers a 10% military discount with credentials\* presented.
- Guests are responsible for ensuring they have appropriate city permits for special events, ie tent rentals, etc.

Those interested in hosting an event in our space(s) can schedule a tour during office hours 10:00 AM - 6:00 PM Monday - Friday and between 9:30 AM - 4:00 PM on Saturdays.

For more information, please call **(502) 895-3650** or email [events@mellwoodartcenter.com](mailto:events@mellwoodartcenter.com).

*Thank you for your interest in Mellwood Art Center.  
We look forward to hearing from you soon!*

## FAQ

### *How long will I have the room?*

You have the room from 8:00 AM – 2:00 AM.

### *Can I extend the rental period?*

We do not offer additional hours or extensions of rental periods. We recommend wrapping up events by Midnight (12:00 AM) to ensure you are out by 2:00 AM.

### *Can I use any caterer?*

Mellwood Art Center knows that food is an important aspect of any party. As such, we allow any caterers without charging a service fee. You can even do potluck style!

### *Can I bring my own alcohol?*

Yes! Your host liability insurance allows you to supply your own alcohol from any store. Paid bars will need licensed bartenders or a caterer with a permit to sell alcohol. Open bars simply require someone 21 or over to serve drinks.

### *Does my rental come with table linens?*

It does not. We recommend renting linens from our wonderful local vendors! Our tables look best with linens that are this size: Round tables: 120" Rectangular tables: 90 x 132 oblong linen Cocktail tables vary, we recommend stretchy linens.

### *Are candles allowed?*

While Mellwood Art Center hopes your celebration is #lit, we only allow tea lights and other enclosed candles. Wicks should be 2" below the edge of a glass enclosure. Taper candles are not allowed.

### *When will I receive my security deposit back?*

We will email you to confirm the address and send the check to the recipient after the event. It takes 30-60 days to receive security deposit back.

### *Can we hire someone to remove the ceremony chairs prior to our reception?*

Need more space for dancing the night away? We got you. We charge \$1 per chair and we recommend you reserve this service at least 30 days prior to the event.

### *Does my venue come with an ice-maker?*

It does not. Our kitchens come with an ice chest for bags of ice. You can usually fit up to 12 large bags.

### *Is my room deposit or any money paid for the room rental refundable?*

No portion of the room rental is refundable.

### *Can I rehearse the night before?*

We highly recommend reaching out to our event director to coordinate a rehearsal time. Rehearsals usually occur on Thursday's and are free between 10:00 AM - 5:00 PM. After-hour rehearsals are \$50 for half an hour and \$100 per hour.

### *Can I take pictures around the facility on my event day?*

YES! All common areas are available. Please do not enter other venues where events are being held, and/or use their outdoor space for pictures. Those areas belong to the events using those venues and are private.

### *Can I decorate the night before?*

No, you may decorate the room when your rental begins at 8:00 AM. To decorate the day/night before, you must rent the room for an additional day.

### *Can I pick up my stuff the day after my event?*

No, all things brought in for the event will have to be removed prior to 2:00 AM. Mellwood Art Center is not responsible for any items left behind. This includes decor, rented items from other vendors, props, lighting, chairs, etc.





*Photo courtesy of We Choose the Moon Photography*



502.895-3650  
1860 Mellwood Avenue  
Louisville, KY

[MellwoodArtCenter.com](http://MellwoodArtCenter.com)