



# ST. MARY'S ART CENTER

## 2023 PRIVATE RENTAL PRICING MENU

### OPTION A:

**Exclusive Building & Front Grounds Rental Including Overnight Accommodations:  
\$3000/night + 10% Storey County Room Tax**

#### **Includes:**

15 Guest Rooms:

10 Single Guest Rooms (Queen or Full Size Beds)

5 Double Guest Rooms (2 Twin or 2 Full Size Beds)

Art Studio (53 person capacity)

2 Kitchens

Library Lounge

Theater (20 person capacity)

5 ½ Bathrooms

Porch

Balcony

Front Lawn

Art Galleries (viewing only, unless otherwise agreed in advance, excludes Artisan Gallery)

\*If art studio must be cleared, Guest Room 15 will be used for storage

### OPTION B:

**Exclusive Building & Front Grounds Rental – 12 Hour Day Use Only: \$2,000/Day**

#### **Includes:**

Art Studio (50-person capacity)

2 Kitchens

Library Lounge (12-person seated capacity)

Theater (20 seats)

5 ½ Bathrooms

Porch

Balcony

Front Lawn

Art Galleries (viewing only unless agreed otherwise in advance, excludes Artisan Gallery)

### Included in Rental Packages:

Beige Folding Chairs (50)\*

Folding 30"x60" tables (30)\*

24 ½" Diameter Blue Café tables (14)\*

Glass Plates (50+)\*

Chafing Dishes (chafing fuel not included) (4)\*

\*Confirm counts in advance of event

\*Renters responsible for the movement and return to location of above items

### Add Ons:

Guest Rooms for Changing (included in full building rentals): \$40/each

## AMENITIES SUMMARY:

<p><u>Included Spaces within Overnight Building Rentals:</u></p> <ul style="list-style-type: none"> <li>• 15 Guest Rooms <ul style="list-style-type: none"> <li>○ 6 Queen Bedrooms</li> <li>○ 4 Full Bedrooms</li> <li>○ 2 Twin Double Bedrooms</li> <li>○ 3 Full Double Bedrooms</li> </ul> </li> <li>• 2 Kitchens</li> <li>• 1 Art Studio</li> <li>• 5 ½ Bathrooms</li> <li>• Porch</li> <li>• Balcony</li> <li>• Front Lawn</li> <li>• Library Lounge</li> <li>• Theatre</li> <li>• Viewing Access to 6 Art Galleries (excludes Artisan Gallery except when coordinated in advance)</li> </ul> <p><u>Excluded Spaces</u> (*may be available with advance approval for inclusion in art or other creative retreats):</p> <ul style="list-style-type: none"> <li>• Print Room*</li> <li>• Photography Dark Room*</li> <li>• Artisan Gallery*</li> <li>• Office</li> <li>• Maintenance &amp; Storage Rooms</li> <li>• Property Behind Main Building</li> <li>• Caretaker's Cottage</li> <li>• Outbuildings</li> <li>• Solar Field</li> </ul> <p>*The Print Room, Dark Room, and Artisan Gallery may be available for certain types of rentals only. Please inquire if these spaces are of interest.</p> <p>The Artisan Gallery may also be opened and offered for shopping and souvenirs for shorter periods of time, simply schedule with St. Mary's Art Center staff.</p> <p><u>Additional Spaces for Day Rentals</u></p> <p>Changing rooms may be scheduled for additional \$40/day fee per room</p>	<p><u>Included Amenities with Overnight and Day Building Wedding and Reception Rentals:</u></p> <ul style="list-style-type: none"> <li>• 2-piece metal arch (inquire for photos and decorations)</li> <li>• 50 metal folding chairs</li> <li>• 30 30"x60" folding tables</li> <li>• 14 24" café tables</li> <li>• 32 dark grey polyester tablecloths for rectangular tables</li> <li>• 14 silver polyester tablecloths for café tables</li> <li>• 50+ silver polyester folding chair slipcovers</li> <li>• 80 silver polyester napkins</li> <li>• Select display stands (confirm in advance)</li> <li>• Select flower vases and centerpiece options</li> <li>• Sonos Speaker System (ability to stream wedding party Spotify and Pandora playlists)</li> </ul> <p>Please note: This is a historic venue that also operates primarily as an art gallery, museum, and art creation space.</p> <p>Art galleries are for viewing only, unless agreed in writing, in advance. The fine art exhibitions on the 1<sup>st</sup> floor feature area artists and change seasonally. The subject matter and medium vary. Artwork may not be touched or moved; any damage will result in purchase of the affected work.</p> <p>The art studio is our largest indoor space, seating up to 53 people. It is a working studio and as such, has an artsy vibe with some art supplies visible. A 2-panel folding antique screen is available to help shield the sink.</p> <p>Guests are responsible for moving the folding tables and chairs and returning at the end of the event.</p>
---	--

## INCLUDED AMENITIES & SUPPLIES FOR USE DURING STAYS:

### GENERAL BUILDING/PROPERTY:

- SONOS Sound System Access
- Free WIFI
- White Party Lights Ringing Front Lawn
- White Party Lights within Art Studio
- Projector and Television with Ability to Watch/Stream Movies and Shows in Theatre

### KITCHEN:

- Dishes
- Silverware
- Coffee Mugs
- Cups
- Wine Glasses (limited inventory: confirm quantity in advance)
- Coffee Makers
- Filters
- Ovens, Sinks, Refrigerators, Freezers
- Pots, Pans & Other Cooking Vessels
- Can Openers
- Cooking Utensils
- Prep Knives
- Food Prep Accessories (limited)
- Trivets
- 2+ Large Drink Dispensers
- Catering & Serving Trays
- 4 Chafing Dishes (fuel NOT included/available)
- Dish Soap & Sponges
- Dishwasher

### GUEST ROOMS:

- Bedding with Pillows, Sheets & Blankets
- Towels & Wash Cloths (Placed in Guest Rooms rather than bathrooms)
- Chairs
- Dressers
- Floor and/or Ceiling Fans
- \*Note: There are no closets in our guest rooms (with two exceptions)
- \*Note: There is no air conditioning in the guest rooms

### BATHROOMS:

- Mini Soap Bars
- Hair Dryers
- Sanitizing Wipes
- Towels & Washcloths (in guest rooms)
- \*Note: There are 5 ½ bathrooms in this historic building. These are NOT attached to any guest rooms, but are located on the 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> floors, and stair landings. There are no bathrooms on the 4<sup>th</sup> floor.

ART STUDIO FOR INDOOR WEDDING/RECEPTION SPACE: Max Seated Capacity is 53

- Included:
  - Folding Tables
  - Folding Chairs
  - Café Tables
  - Air Conditioning
  - Ceiling Fan
  - Sink
  - Folding Partition Screen for Sink
  - White Curtains
  - White Party Lights
  - Sonos Speaker
  - Air Filtering Unit
- Excluded:
  - Art Supplies

LIBRARY LOUNGE:

- Books for Reading On-Site (check out is available through the Director)
- Library Table
- Sofa & Rocking Chair
- Chess Game
- Fans

THEATRE:

- Fixed 1938 Vintage Theatre Seats
- Projector and Pull-Down Screen
- Television with DVD Player
- Computer with Access to Streaming Websites (personal accounts required)
- Speakers (connected through computer)
- Small Refrigerator
- Small Collection of DVD Movies for Use in Theatre Only

EXCLUDED (GUESTS TO BRING):

- Art Supplies & Tools
- Coffee & Tea
- Bottled Water & Beverages
- Food
- Bags of Ice
- Paper Plates & Napkins, if desired
- Toiletries, including Shampoo, Conditioner, Body Wash, Lotion, Sunscreen, etc.
- Cell Phone Power Cords
- Microphones
- Outdoor Sound Equipment
- Indoor/Outdoor Microphones
- DVD Movies or Streaming Login Information

WE HIGHLY RECOMMEND SCHEDULING A TIME TO COME WALK THROUGH THE BUILDING & PEEK IN THE KITCHENS TO CONFIRM WHAT IS AVAILABLE VS. WHAT YOU MAY WISH TO BRING.

## **FREQUENTLY ASKED QUESTIONS:**

- What is the WIFI?
  - There are beacons on each floor. Choose SMAC1, SMAC2, SMAC3 or SMAC4 based on the floor you will spend the most time on, or your room floor number.
  - WIFI CODE: painters
  - Note: You must be on SMAC2 WIFI to operate the Sonos music system
- Is there a sound system?
  - Yes, we have a SONOS sound system with speakers on all four floors. Download the SONOS app and control and play music through the speakers. Plan any desired playlists in advance on your personal Spotify, Pandora, or Sonos music-streaming services. Check Sonos.com to see if other music platforms are supported. NOTE: Personal music playlists on cell phones and laptops will not play on the Sonos system.
  - Each speaker has the ability to play different music or have the volume adjusted independently of the others.
  - The device controlling the Sonos App MUST be on SMAC2 WIFI to gain access and control of the system
- How do you open the windows?
  - Ask our Caretaker to give you a demonstration. There are two tabs at the bottom of the storm windows (in many, but not all, guest rooms). DO NOT remove the storm windows or window frames.
- Are there extra blankets available?
  - Absolutely. In most cases, there are extra blankets in the dressers within each guest room. If there are not, or if more are needed, just let us know.
- Do you have air conditioning?
  - We have a window AC unit in the art studio and spot cooler units in certain common areas. The rest of the building relies on fresh air, ceiling, and floor fans.
- Do you have heat?
  - Yes, we have a boiler system with individual radiators in each guest room that guests can control. We also have supplemental heaters that we can provide upon request.
- Do you have any roll-away beds?
  - We have one roll-away available for children staying in a guest room with parents/guardians. Advance approval is required.
- Are candles allowed?
  - No, they are NEVER allowed unless “flameless” battery operated lights.
- Are BBQs allowed?
  - It depends, this is a high fire risk area, contact us to discuss
- Are Fire Pits allowed?
  - No
- Are pets allowed?
  - Only proper service animals are allowed due to the historic nature of the building and art gallery spaces.
- May we move the furniture or lamps, etc?
  - No, furniture and decorations may not be moved except within the art studio and limited to the folding tables & chairs, except with advance approval. Balcony umbrellas, seating cushions and furniture may be moved to protect from wind and weather and for functionality.
- Are the art galleries, library lounge, hallways or other non-guest spaces available to be used as guest rooms?
  - No, these are dedicated spaces for art, history and other specific uses. Art galleries in particular are for viewing/shopping only when there is artwork on exhibition.

- If artwork is damaged or stolen during a rental, it is the responsibility of the renter to pay for the art piece.
- May we go onto the fire escape?
  - No, only during an emergency. There are alarm sensors that will automatically notify the Fire Department & St. Mary's Art Center Staff.
- Does the original stove in the South Kitchen work?
  - Yes, it is wood burning...BUT, we DO NOT allow anyone to use it for fire safety reasons.
- May we pet or feed the wild horses?
  - No, it is illegal to feed or harass them. They are wild, and while some appear friendly, that can change at a moment's notice and without warning. They are accustomed to certain foods; please do not make them ill or train them to rely on humans with food.
  - Beware that the horses or other wildlife may opt to dine on fresh flowers, straw, or other decorations if left out overnight or unattended for a period of time.
- May we attach anything to the walls, ceilings, railing or furniture?
  - No, not without advance permission. There are NO EXCEPTIONS to this without explicit permission.
  - This is a historic building. Nails, screws, tacks, pins, and similar puncturing devices are NEVER allowed.
- Tape, putty and other non-damaging tools may be considered for approval IN ADVANCE. Often tape and putty mar the paint surface and require touch up.
- May we photograph and post pictures of the artwork?
  - Yes, but please from a distance or angle, and please note the artist on all posts. Artists work very hard to create unique work and styles. We want to protect their work from duplication and give them maximum credit.
- Do you have souvenirs or other small gifts?
  - Yes, we sure do! We have one of a kind pottery coffee mugs made by a local potter, a variety of souvenirs, and many offerings in our Artisan Gallery.
- Do you have a printer?
  - Yes, we do, but please confirm in advance that it is available, it is persnickety.
- Do you have a sound system for weddings, receptions, and other events?
  - No, we do not. Our Sonos system is a passive system that works inside of the building, but does not have amps, microphones (without a delay), or the capacity to stream in-person musicians. We do have a Sonos speaker that can be placed on the porch or balcony during the event, but we suggest testing volume to ensure it reaches the intended location.
- Is St. Mary's Art Center haunted?
  - Maybe, maybe not. Won't it be fun to find out?
- Do you give paranormal tours or investigations?
  - Yes, Women Investigating Ghost Sightings (WIGS) and our lead Tour Guide offer tours which may be scheduled via our website. There are once a month 2-4 hour investigations as well as the annual Paranormal Painting Pajama Party and Halloween Sleepover & Investigation Fundraisers.
  - Private paranormal investigations are an option, please inquire directly with WIGS.
  - WIGS is the exclusive paranormal group allowed to conduct investigations at SMAC.
- May we bring our own paranormal investigating equipment?
  - No, paranormal investigations are not allowed unless coordinated in advance with Women Investigating Ghost Sightings. Please respect our efforts to protect the energy and spirits within the space.
  - Oija boards, seances or any other rituals are NEVER ALLOWED.
- Are port-a-pottys allowed?
  - Yes, with advance location and delivery/pick up schedules approved in advance.
- Are tents, sleeping bags, trailers, RVs, or similar allowed to be parked and/or stayed in at SMAC?
  - No, thank you for your understanding.

- How late can the events or celebrations run into the evening?
  - 10pm is the cut off for loud noises. Our neighbors appreciate the sensitivity to the hours. Should the festivities become too loud or extend past 10pm, the Sheriff will pay the organizers and participants a visit.
- Can we have a party tent or dance floor on the lawn?
  - Dance floors are not allowed on the grass as they damage the lawn. Dance floors are allowed on the parking lot with advance approval, but may not be staked into the asphalt.
  - Tents may be allowed depending on size, placement, and installation method. Consider the wind and weather. Contact us to discuss size and placement.
- Are there any fun events during our stay?
  - There is so much to do in Virginia City during high season. Visit [www.visitvirginiacitynv.com](http://www.visitvirginiacitynv.com) for more information.

#### WEDDINGS & OTHER PRIVATE EVENTS & RENTALS NOTES:

- We are a tiny staff and do not have the capacity to offer wedding planning or event management services, but we will do our very best to provide you with a spectacular venue.
- Guests and Wedding Parties are responsible for all set up, break down, and tidying of the wedding and reception spaces. Movement of tables and chairs throughout the building and to the lawn are the responsibility of the guests and must be returned to the original location before checkout. We thank you for your understanding.
- No confetti, rice, flower petals or other items may be thrown or scattered into the air, on the grounds or within the building. Please be sensitive to the wildlife, clean up, and environment when selecting this type of festivity.
- Hay and fresh flowers should be put out the same day as the event and removed immediately after. We have many wild animals that will invite themselves to such a buffet of treats, which is a problem for the event, but also their health. Please keep this in mind and never feed the wild animals, even if unintentionally. It is illegal to feed wild horses.
- Children may never be left unsupervised. Virginia City is full of surprises, including old, abandoned mines, mining tailings (those large “piles of dirt”) and other dangerous areas that are unsafe. Renters are responsible for the safety of the children at all times.
- There are two duplex outlets available at the bottom of the main stairs for use powering the lawn. We use a special wire management-speed bump system to enclose the extension cords for safety. Please confirm your power needs with us.
- Please consider confirming that there are no town events or high school games scheduled which may conflict with the timing and preferred ambiance of your event. Events booked in advance may not be able to confirm game or event conflicts in advance as we must rely on those organizers’ calendars.
- Event Liability Insurance is required per the contract and is typically a minimal cost.
- Vendor Selections:
  - We do not have a required list of vendors, at this time, but we always recommend supporting local businesses and may offer suggestions
  - We have several local options for catering, photography, officiants, and music, but also allow vendors from the surrounding area

Thank you for your interest in St. Mary's Art Center and supporting our nonprofit, mission, and preservation of this amazing historic property. We appreciate it!

Contact Us to Book a Property Tour:

Paula Burris

Lead Tour Guide & Private Rentals

[tours@stmarysartcenter.org](mailto:tours@stmarysartcenter.org)

[www.stmarysartcenter.org](http://www.stmarysartcenter.org)

775.847.7774