



Discovery Room

What Spaces Can I Rent?

The Discovery Room - \$100/hour

Perfect for your wedding ceremony and/or reception, large parties, concence space. Seated Capacity 185, Standing 300

Don Brody Hall - \$100/hour

A more formal space, great for wedding ceremonies/receptions, party, concert recital, conference space. Seated Capacity 120, Standing 200

The Music Room - \$50/hour

A casual, intimate space for showers, small concerts. Seated Capacity 25, Standing 35

Themed Party Rooms (includes Instructor)

Rooms available for Dance/Salsa Parties, Art Party, Rock & Roll Birthday Party -- or any art form to suit your needs! Capacity and pricing vary.

Richland Academy of the Arts is a community arts and cultural entity nonprofit organization located in the Carrousel District, Downtown Mansfield. Our mission is to help individuals of all ages explore their creativity by providing quality programming in Dance, Music, Art, Theatre, and Martial Arts.

Arts Education Events Performances

Richland Academy has been actively involved in the renaissance of Downtown Mansfield for over 30 years. Our 47,000 square foot building is totally accessible, environmentally conducive, safe and adaptable for your needs.



75 N. Walnut St.
Mansfield, OH 44902
(419) 522-8224
richlandacademy.com



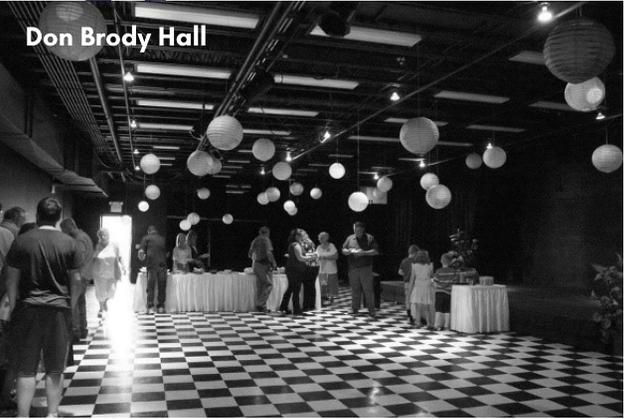
**RICHLAND
ACADEMY
OF THE ARTS**

*Create Memories.
Create Celebration.
Create An Event That
Deserves a Standing Ovation!*



**Richland Academy of the Arts
offers unique spaces that allow you
to create the perfect environment
for your special event.**





Rental Process

Deposit - 50% of Total Due

- Deposit is due within 14 days of making a reservation to hold the space for your event.
- Deposit is applied to the total amount due.
- Those interested in renting a space can contact Sheri Hughes, shugheserichlandacademy.com or 419-522-8224, ext. 229.



Rental Amenities

Any rental at Richland Academy of the Arts will include these amenities at no additional cost as requested:

- Tables and chairs (set-up & tear-down)
- Garbage containers and liners
- Use of kitchen (not licensed), refrigerator, microwave, sink
- WiFi

For An Additional Fee:

- Two-tiered bar
- Beverage coolers on wheels
- Theatre Lighting
- Podium
- 60 Cup Coffee Pot
- Projector (must provide own laptop)
- Small sound system w/ microphone
- Yamaha Grand Piano or Kimball Grand Piano
- Live Music and/or entertainment

Rental Fees

- Minimum 2-hour rental
- Rental payment due in-full 30 days prior to event.
- If payment is not received within 30 days of event, rental is forfeited and deposit will NOT be returned.
- If event is booked within 30 days, deposit and payment are due in-full at the time of signing the rental contract.

Cancellation Policy

- Any cancellation made prior to 30 days before your event will receive a full refund of deposit and rental.
- Any cancellation made within 30 days of the start of your event will forfeit the refund.

You are responsible for:

- Extension cords, power cords
- Dollies, carts, and help with loading and unloading
- Plates, cups, napkins, tablecloths, linens, silverware, glassware
- Coffee, warmers, food and beverages
- Your own decorations

LIABILITY INSURANCE

Proof of adequate liability insurance coverage with RAA named as additional insured is required (failure to provide proof of insurance will result in cancellation of rental with no refund of deposit).

- All decorations must be free-standing and/or tabletop only
- Tape, nails, tacks or anything attached to walls of ceilings that would permanently damage the building are prohibited.