



Artist Reception Information

Welcome to the Eisemann Center. We appreciate you choosing Richardson's cultural gem as the venue for your artist reception. The Forrest and Virginia Greene Mezzanine Gallery is the setting for your event. This unique trapezoidal space not only features exhibiting artists, but also is suitable for business luncheons, dinners or private receptions. The Gallery comfortably seats 75 for meal functions, or can accommodate up to 200 guests for receptions.

The Artist Package - \$200.00

This package, for approximately 100 guests, includes our standard lobby setting*, three six foot rectangle serving tables with linens, custodial services and a staff manager to run the event. This package is for a four-hour event, which includes the set-up, reception and removal of the event. A portable sound system, including lectern, microphone and labor is available for an additional \$100.00. The current Eisemann Center rate sheet applies to any equipment added to the setup.

*The standard lobby setting includes ten, 36 inch square tables, each with four banquet chairs. The tables can be removed or reconfigured to your own specific taste.

Parking

Limited free parking spaces are available on Performance Drive & Performance Court. Guests attending your reception will need to park in the Public Garage, which is attached on the north of the Eisemann Center. The event self-parking rate for all performances and receptions is \$4.00 per vehicle, however if you would like to pay for your guests' parking, a discounted rate is available. Payment for the discounted rate is due in advance with the estimated number of guest vehicles attending your reception. If there is a difference between the estimated number and actual number of vehicles, the settlement will occur after receipt of your final invoice.

Insurance

Every event at the Eisemann center is required to have insurance. The Eisemann Center must be named as additional insured on the policy. The fee for TULIP insurance that may be acquired for you by the Eisemann Center is based on the estimated number of attendees. The application form and rates will be provided on request. This cost is in addition to the base package price. You may use your own insurance carrier if they can provide a policy that covers our requirements.

Catering

Catering service for the reception must be provided by a caterer on the Eisemann Center's Approved Caterers List. Legal Beverages may only be provided by the Eisemann Center's Concessionaire. Exemptions from the catering list are accepted for religious and dietary restrictions only and must be approved by the Gallery Coordinator in advance. Additional fees will apply. [The list is available for download from the Eisemann Center's website](#) and will be included with this document.

Security

Each event is rated and evaluated on an individual basis for security needs. Platinum Security or an off duty Richardson Police officer will be contacted for you if it is deemed necessary for your event to have security. These charges are not included in the package and will be paid directly to the service provider by you.

Policies

Please contact Hawana Townsley, House Manager/Art Gallery Coordinator, to schedule your artist reception at Hawana.Townsley@cor.gov. The rate for the Artist Package will not change unless the license goes over the contracted reception time or equipment is added. If desired, additional time may be added to your event. If you need to cancel your event, the Eisemann Center must be notified 48 hours prior to cancellation of the reception.