



# 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)

**LaCa Projects**

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

**Gallery Hours**

Tues.-Fri.: 11 AM – 5:30 PM  
Saturday: By Appointment

**Contact**

Dianne Hagstrom  
Events Manager  
704.837.1688  
associate@lacaprojects.com

Latin American Contemporary Art Projects, or LaCa Projects, is a platform dedicated to the presentation, development, and promotion of Latin American art. Its gallery represents a small group of influential and thought-provoking contemporary, emerging, and mid-career artists, as well as exhibiting a broader range of work by established and Master Latin American artists.

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 fine art.

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. Its experienced, friendly staff is available throughout the process of planning and implementation for a seamless, one-of-a-kind special event.

# Rental Packages

## Gallery

3,259 total square ft.  
Capacity: 150 persons

Tuesday - Thursday: \$2,500

Friday - Saturday: \$3,500

## Gallery + Warehouse

8,700 total square ft.  
Capacity: 250 persons

Tuesday - Thursday: \$3,500

Friday - Saturday: \$4,500

A \$300 cleaning fee will be issued if the rented space is not returned to its original condition. Each packaged rate reserves an eight-hour rental. Set-up and break down times should be factored into the total event rental. Hour rentals are available for reservation if additional time is required.

### Amenities:

- Handicap accessible entrances
- Access to gallery and current exhibitions
- Full use of gallery kitchenette
- Two standard eight-foot folding tables, three cocktail squares, and two check-in tables
- Dimmable lighting in the warehouse
- 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 the gallery and/or warehouse. 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

One hand held microphone is also included in the rental, and can project in the entire space. The artist warehouse features a state-of-the art projection system that displays a 15' x 15' image directly onto one white wall.

# Required Caterers

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



**Uptown Catering Company**

704.332.5521

[www.uptowncateringco.com](http://www.uptowncateringco.com)



**La-tea-das Catering**

704.338.6864

[www.lateadas.com](http://www.lateadas.com)



**Delectables by Holly**

704.342.4800

[www.delectablesbyholly.com](http://www.delectablesbyholly.com)



**Porcupine Provisions**

704.376.4010

[www.porcupineprovisions.com](http://www.porcupineprovisions.com)



**Something Classic**

704.377.4202 X10

[www.somethingclassic.com](http://www.somethingclassic.com)



**Best Impressions Catering**

704.333.9779

<http://www.bestimpressionscaterers.com>

**Hot Tomato Catering**

704.890.7718

[www.hottomatocatering.com](http://www.hottomatocatering.com)

# Rental Guidelines

LaCa Projects prides itself on its artistic offerings and opportunity to serve the community through gallery rentals. In order 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.
- **Candles** must have glass-covered sides with 1" coverage at minimum in order 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. The Renter agrees to give a credit card number at booking to cover incidentals that may arise after event. The deposit is 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 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% 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 p.m., and on Fridays and Saturdays at 11:00 p.m. **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 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 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.
- **Items** such as helium balloons, loose glitter, birdseed, bubbles, feathered boas, and sparklers are not permitted in the facility.

# Rental Guidelines, cont.

- **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 a.m. 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, 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. Decor 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.



