

COMMUNITY GATHERINGS AND SPECIAL EVENTS



Photo credit: Gary Shaw

About Harwood

Harwood Art Center is the community outreach program of Escuela del Sol Montessori. For more than 50 years, Escuela del Sol, an independent school, has nurtured students' creativity, independence, collaboration and academic skills. Expanding upon the school's philosophy, Harwood engages the arts as a catalyst for lifelong learning, social change and community development, offering programs for people of every age, background and income level. We believe that equitable access to the arts and opportunities for creative expression are integral to inspired, passionate individuals and to healthy, thriving communities, and our programs are built on these principles.

About Holding Events at Harwood

We would love to host your gathering or special event at Harwood Art Center, and we have unique spaces perfect for meetings, conferences, receptions, graduation parties, birthdays, life celebrations, weddings or any other events you may propose.

We are open to hosting all events, but we are especially committed to providing memorable and accessible event spaces to local individuals, families, and businesses. Our rental rates are scaled accordingly.



Event Spaces at Harwood Art Center

Harwood Art Center activates a beautiful historic building, circa 1925, at the intersections of the Downtown, Wells Park and Sawmill neighborhoods in Albuquerque.

We currently offer our Dining Hall, Hall Gallery, Front Gallery, Theater, Outdoor Courtyards and Co-op Space for gathering and special event rentals. The Dining Hall is connected to a kitchen area that can be used to stage catering if you elect to work with one of our local catering partners.

Additional details, capacities, and rates are on the following pages.

Use of tables and chairs are included in the rental fees; depending on size of event, renter may elect to bring additional.

Projector screens of various sizes are available for use and also included, renter must bring their own projector, computer, etc.

A PA system with two speakers and a microphone is available for an additional setup fee.

Black table clothes are available for an additional cleaning fee.

Booking at Harwood Art Center

To request use of a space, please complete the initial [Harwood Event Rental Request](https://escueladelosol.wufoo.com/forms/harwood-event-rental-request) form linked here, on our website or at this address: <https://escueladelosol.wufoo.com/forms/harwood-event-rental-request>

Following completion of the Harwood Event Rental Request, and if your date(s) are available, you will receive an invitation to tour and confirm your selected space(s), as well as to complete your event rental agreement.

With questions, please contact:
Chandler Wigton, Building & Facilities Manager
community@harwoodartcenter.org



Dining Hall



The **Dining Hall** is a 1,850 square foot open room with 12 foot ceilings and gorgeous wrap around windows. The Dining Hall is connected to a kitchen area that can be used to stage catering if you elect to work with one of our local catering partners. The Dining Hall max capacity is 211 people (standing room). Seated capacity depends on room configuration, as well as number of tables and chairs.

Photo credit: Gary Shaw

Hall Gallery



Front Gallery



The **Hall Gallery** is approximately 540 square feet, and the **Front Gallery** is approximately 200 square feet, both with 12 foot ceilings. The galleries are used year round for artist exhibitions. These spaces are available on a case by case basis for small meetings, seminars, or gatherings depending on what the current exhibition is like in the space. Some special events or life celebrations like to have the galleries open as a unique addition to an event.

Hall Gallery photo by Aziza Murray, from Surface 2022

Theater



The **Theater** is another great place to stage private events or rehearsals. The theater is downstairs in the historic building, and it is not currently ADA accessible and so cannot be used for public events. It is not recommended if anyone in your group has mobility challenges.

Courtyard



Photo credit: Jay Renteria

The **Courtyard** is a spacious outdoor area with picnic tables and shade sails, surrounded by gardens with access to green space. The square footage and occupancy will vary depending on how much space is needed or desired by the renter. Use of the outdoor areas may require an additional insurance policy depending on size of the event and amount of courtyard used (we can provide recommendations for some insurance providers).

Notes on Hosting at Harwood

Values Alignment: Rental inquiries will only be honored if the event is aligned with the values and mission of our organization.

Catering: You can have catering in the dining hall from one of our approved catering partners (catering details on the following pages), but keep in mind the kitchen will not be available for cooking, it can only be used as a staging area. Approved food trucks could be an option if they are licensed and insured properly and you can schedule in advance where they can park/setup.

Alcohol: Alcohol is only permitted for private events where invitations are required for entry, advance RSVP's are taken, and food is served. Additional usage and insurance requirements are detailed within the rental agreement.

Security: We may require the event to have security, however, Harwood Art Center does not provide security personnel. You may need to provide your own security (we can offer suggestions if needed). Also take note that when one or more galleries are included in the rental space agreement, Harwood will add an administrative fee for one staff person to be on campus.

Special Event Requirements: Additional and specific usage terms and requirements are detailed in the event agreement, which will be provided to you once your event booking inquiry is approved and a meeting is schedule to tour the desired space(s).



Reduced Harwood Art Center Rental Rates

Non-Profits, Community Organizations, Neighborhood Associations, Youth Programs, Schools, and Small Private Events by Individuals or Families (excluding Weddings)

all events are also responsible for additional administrative, cleaning, and deposit fees as detailed below

DINING HALL (Gathering, Meeting and Event Space / Capacity 211, Seat 125)

	Monday-Thursday	Friday-Sunday
3 Hours	\$330	---
4 Hours	\$450	\$600
5 Hours	\$550	\$750
6+ Hours	\$675	\$900

HALL & FRONT GALLERIES (Small Meeting & Unique Event Addition Space)*

	Monday-Thursday	Friday-Sunday
3 Hours	\$170	---
4 Hours	\$225	\$300
5 Hours	\$280	\$375
6+ Hours	\$340	\$450

THEATER (Private Events, Meetings & Rehearsals)

	Monday-Thursday	Friday-Sunday
3 Hours	\$170	---
4 Hours	\$225	\$300
5 Hours	\$280	\$375
6+ Hours	\$340	\$450

COURTYARD (Gathering, Meeting and Event Space / Capacity 250 Seat 125)*

	Monday-Thursday	Friday-Sunday
3 Hours	\$330	---
4 Hours	\$450	\$600
5 Hours	\$550	\$750
6+ Hours	\$675	\$900

*additional insurance, security and/or staffing may be required

ADDITIONAL FEES AND INFORMATION

- Administrative Fee: \$100 per space
- Cleaning Fee: \$100 per space
- Damage Deposit: \$500 per space
- All rentals include one additional hour of free load in/decorating time and one additional hour of break down time
- Additional setup/breakdown time may be purchased at \$50/hour per space
- Special requests and unique event types will be contracted on a case-by-case basis

Standard Harwood Art Center Rental Rates

Ticketed Public Events, Businesses, Corporations, Government Conferences, Weddings

all events are also responsible for additional administrative, cleaning, and deposit fees as detailed below

DINING HALL (Gathering, Meeting and Event Space / Capacity 211, Seat 125)

	Monday-Thursday	Friday-Sunday
3 Hours	\$450	---
4 Hours	\$600	\$800
5 Hours	\$750	\$1,000
6+ Hours	\$900	\$1,200

HALL & FRONT GALLERIES (Small Meeting & Unique Event Addition Space)*

	Monday-Thursday	Friday-Sunday
3 Hours	\$225	---
4 Hours	\$300	\$400
5 Hours	\$375	\$500
6+ Hours	\$450	\$600

THEATER (Private Events, Meetings & Rehearsals)

	Monday-Thursday	Friday-Sunday
3 Hours	\$225	---
4 Hours	\$300	\$400
5 Hours	\$375	\$500
6+ Hours	\$450	\$600

COURTYARD (Gathering, Meeting and Event Space / Capacity 250 Seat 125)*

	Monday-Thursday	Friday-Sunday
3 Hours	\$450	---
4 Hours	\$600	\$800
5 Hours	\$750	\$1,000
6+ Hours	\$900	\$1,200

*additional insurance, security and/or staffing may be required

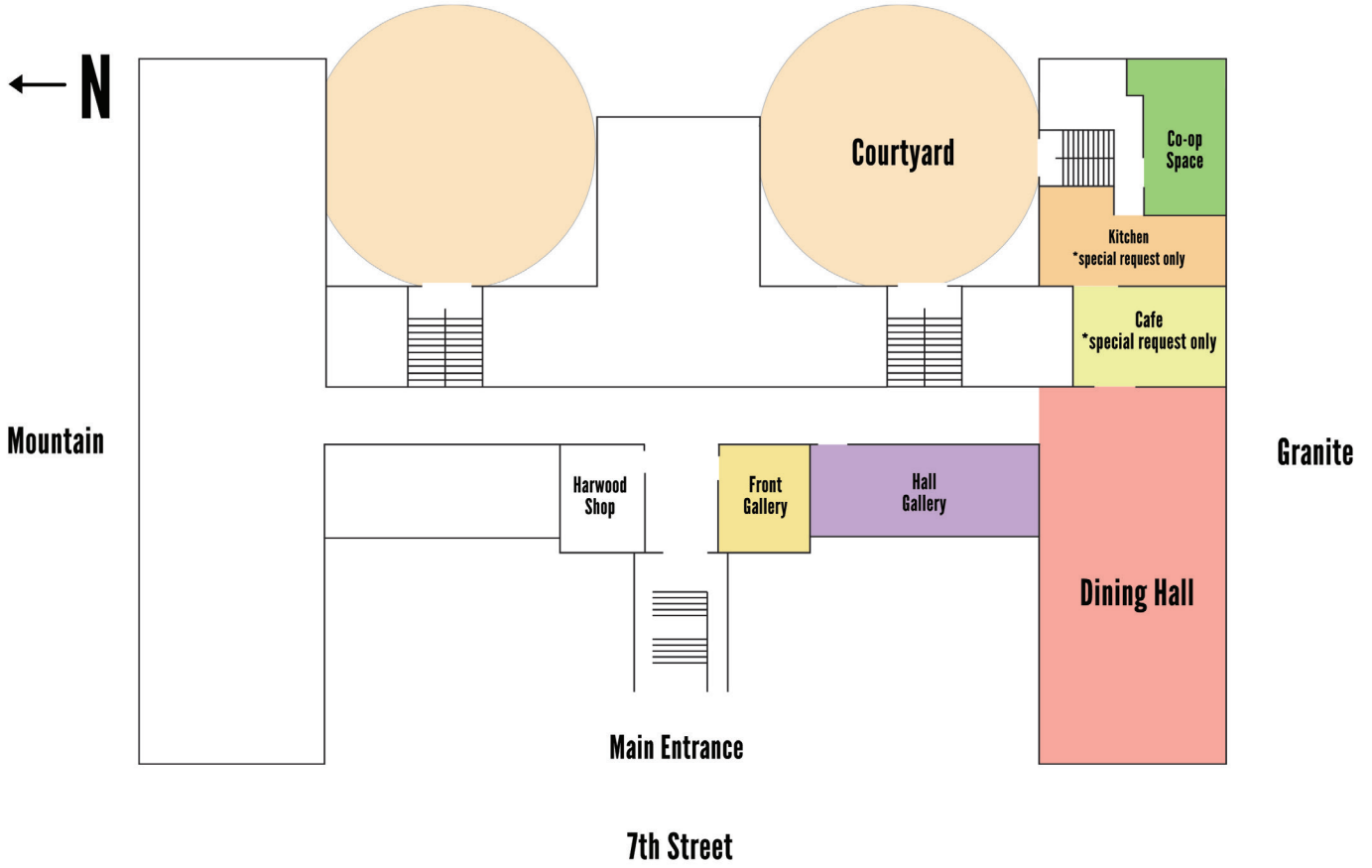
ADDITIONAL FEES AND INFORMATION

- Administrative Fee: \$150 per space
- Cleaning Fee: \$100 per space
- Damage Deposit: \$500 per space
- All rentals include one additional hour of free load in/decorating time and one additional hour of break down time
- Additional setup/breakdown time may be purchased at \$100/hour per space
- Special requests and unique event types will be contracted on a case-by-case basis



Event Rental Spaces

First Floor (All Spaces ADA Accesible)



Basement (Not Currently ADA Accesible)

