

## Rental Rates

### Large Gatherings & Events

Studio 238

4,473 square feet / capacity: 215-275

\$1200 / Monday - Thursday

\$2150 / Friday

\$2600 / Saturday

\$1900 / Sunday

Studio 420

4,445 square feet / capacity: 215-275

\$1000 / Monday - Thursday

\$1800 / Friday

\$2300 / Saturday

\$1600 / Sunday

\$700 /if renting studio 238 for reception

### Standing Cocktail Hours & Mixers

Cohen Gallery (west)

2,611 square feet / capacity: 125

priced per 3 hours

\$600 / Monday - Thursday

\$800 / Friday

\$900 / Saturday

\$750 / Sunday

Cohen Gallery (east)

3,094 square feet / capacity: 125

priced per 3 hours

\$600 / Monday - Thursday

\$800 / Friday

\$900 / Saturday

\$750 / Sunday

### Intimate Gatherings & Events

Studio 411

1,524 square feet / capacity: 60

\$450 / Monday - Thursday

\$650 / Friday - Sunday

### Meeting Rooms

Room 325

428 square feet / capacity: 20

\$50 per hour

complimentary to our wedding renters

Room 418

435 square feet / capacity: 20

\$50 per hour

complimentary to our wedding renters



# Rental Payment Details

## How to Book

GoggleWorks will place a complimentary 10 day hold for potential renters. For weddings, we offer a 30 day hold.

After 10 days, GoggleWorks must receive 25% of the total rental fee (nonrefundable), signed contract, and the following security deposit (refundable):

*\$200 refundable deposit / Studio 411*

*\$500 refundable desposit / Cohen Gallery (east/west), Boscov Film Theatre, Studio 238, or Studio 420*

Final payment is due 2 weeks prior to your event date. Payments can be made by cash, credit, or check (made payable to GoggleWorks), and are accepted online, over the phone, or in person during normal business hours (9am-9pm).

## What's Included?

Tables and chairs are available on a first come, first serve basis. GoggleWorks has a large inventory of 6' long tables (30" x 72") and black molded plastic chairs with chrome plated legs.

## Additional Fees

Early Access for Setup

*for weekday and Saturday weddings only*

Access to your rental space one day prior to your event (for setup and decor) is available at an additional charge (studios and meeting rooms only).

\$800 / Studios 238 & 420

\$600 / Studio 238 or Studio 420 only

\$200 / Studio 411

Early Morning Staffing Fees

GoggleWorks is able to accommodate early morning meetings. There is an early morning staff fee of \$30 per hour prior to 9am.

Additional Security

GoggleWorks is open daily from 9am-9pm. All events on premises must end by 10pm. For events ending past our regular business hours, a \$70 per hour fee for after-hours security will be assessed beginning at 9pm.

Add-on Rentals

\$15 / hightop table

\$15 / sweetheart table

\$100 / PC laptop & projector

\$20 / 5' screen

\$5 / lightweight easel

## To schedule a room showing and/or book space:

Margaret Pendleton

Event Rentals Director

(610) 374-4600 xt 115

[eventrentals@goggleworks.org](mailto:eventrentals@goggleworks.org)

[goggleworks.org/event-rentals](http://goggleworks.org/event-rentals)



# *Amenities & Rental Rules*

## *Hours of Operation / Monday-Sunday / 9am-9pm*

GoggleWorks Center for the Arts is open daily from 9am-9pm. Any event that is held beyond 9pm will be charged an additional \$70.00 per hour for additional staffing and security. All guests must leave GoggleWorks' campus and all events must end by 10pm. Vendors must be out by 12am.

## *Building Amenities*

GoggleWorks offers free lot parking for up to 200 vehicles. Parking cannot be reserved. There is additional free parking available in the parking structure on the corner of Washington and North 2nd Streets. The building also has heating and air conditioning, an ATM onsite, and is handicap accessible.

## *Loading Dock/Freight Elevator/Rolling Cart Usage*

GoggleWorks offers the use of our loading dock and rolling carts (available first come, first serve) to aid you and your vendors during set up and break down of your event. Deliveries are to take place on the loading dock when applicable. Please note the elevator may only be operated by a GoggleWorks employee.

## *No Smoking*

Smoking is not permitted anywhere on GoggleWorks' campus; including all buildings, outdoor areas, and parking lot. We kindly ask that your guests be made aware of this policy.

## *Recycle*

Please ensure your guests place glass and cans in the appropriate supplied recycling containers.

## *Food & Drink*

All food and beverages must remain within the limitations of the rented room. They may not be carried by guests through other parts of GoggleWorks, including our galleries. The sale of any food or beverages by an organization renting our facilities, without prior approval of the Event Rentals Department and proof of adequate liability insurance, is strictly prohibited.

## *Decorations*

Acceptable areas to hang decorations from include I-beams and directly into the ceiling. Renters are not permitted to affix any signs, banners, posters, decorations, lights, or other markings to the walls, doors, ceilings, or structural components of the premises unless previously approved by the Event Rentals Director.

- NO open flames permitted—including candles, oil lamps, gas or propane tanks, etc. Sterno use is acceptable for catering purposes only.
- NO confetti, table scatter, glitter—including glitter on decorations.
- NO duct tape.
- NO fog machines or bubbles.



## *Preferred Vendors*

The following vendors have worked successfully at GoggleWorks Center for the Arts and are familiar with the requirements deemed necessary within an art center setting. GoggleWorks does not have exclusive contracts with these vendors.

### *Rental Companies*

The Event Collective  
1327 North Reading Road  
Stevens, PA 17578  
(717) 336-0777  
eventsbyeagle.com

Knight's Rental Co.  
1311 Penn Avenue  
Wyomissing, PA 19610  
(610) 376-8492  
www.knightsrental.com

### *Event Planning & Design*

Just Breathe Weddings & Events  
*Rachael Romig*  
1602 Penn Avenue  
Wyomissing, PA 19610  
610.698.6366  
justbreatheeventsco@gmail.com  
justbreatheevents.co

LEO Design Gallery  
*Heather Pasko*  
9 South 4th Avenue  
West Reading, PA 19611  
610.670.6502  
leodesigngallery@gmail.com  
leodesigngallery.com

### *Salons/Makeup*

Bell Tower Salon & Spa  
18 State Hill Road  
Wyomissing, PA 19610  
(610) 372-6379  
belltowersalonspa.com

Roxy Jackson Makeup Artistry  
*Roxy Jackson*  
(610) 621-9070  
roxyportrait@gmail.com  
facebook.com/makeuproxyjackson

### *Hotels*

Candlewood Suites  
*Kelly L. Donahue-Miller*  
55 South 3rd Avenue  
West Reading, PA 19611  
(610) 898-1910  
readingwcsales@gmail.com

Doubletree by Hilton—Reading  
*Ilana Templeton*  
701 Penn Street  
Reading, PA 19601  
(484) 577-8649  
Ilana.Templeton@hilton.com

Courtyard by Marriot—Reading, Wyomissing  
*Jenna Hudock*  
150 North Park Road  
Reading, PA 19601  
(610) 378.1137  
marriot.com/hotels/travel/RDGWY  
Jenna.Hudock@concordhotels.com

*(continued...)*



## Preferred Vendors

### Photographers

Heidi Reuter Photography  
GoggleWorks - Studio 219  
(610) 334-4441  
heidi@heidireuter.com  
heidireuter.com

### Florists

Acacia Flower Shop  
1191 Berkshire Boulevard  
Wyomissing, PA 19610  
(610) 376-8767  
acaciaflowershop.com

Floral Studios  
*Sue Weisser*  
2129 Penn Avenue  
West Lawn, PA 19609  
(610) 670-8450  
facebook.com/thefloralstudiopa

The Rustic Bunch  
Katie & Jason Smaglinski  
(610) 916-3899 or (610) 413-2737  
rusticbunch@gmail.com  
rusticbunch.com

### Music

B & B Light and Sound  
15 Colorado Avenue  
Sinking Spring, PA 19608  
(610) 670-4960  
djsbnb@gmail.com  
b-n-bdiscjockeys.com

Celebrations Disc Jockey & Photography  
*Tony Zonca*  
100 Deer Run Road  
Kutztown, PA 19530  
(610) 621-2124  
tony@celebrationsdjphoto.com  
celebrationsdjphoto.com

Jam on Sound Productions  
*Michael Kindlick*  
2530 Fairview Avenue  
Mount Penn, PA 19606  
(610) 370.9010  
any@jamonound.com  
jamonound.com

### Cakes

Ady Cakes  
*Ady Miriello*  
631 Penn Avenue  
West Reading, PA 19611  
(610) 898-4064  
adycakes.com

Fresh Cake by Suzy  
IG: @freshcakebysuzy  
Wyomissing, PA  
(610) 704-9734  
freshcakebysuzy@gmail.com

### Bridal Boutique

Dressed in Love Bridal Suite  
*Amanda Alger, Owner*  
639 Penn Avenue  
Reading, PA 19611  
(610) 401-6949  
info@dressedinlovebridal.com  
dressedinlovebridal.com  
@dressedinlovebridal

