



756 N Milwaukee Avenue, Chicago, IL 60642 • (312) 243-9088 • intuit@art.org • www.art.org

Thank you for considering Intuit for your special event. Intuit has hosted a wide range of events including sit-down dinners, cocktail receptions, theater rehearsals, memorial services, weddings, private performances and training seminars. By choosing Intuit, not only are you helping to support our mission, but you are providing your guests with a unique and unforgettable experience.

Intuit: The Center for Intuitive and Outsider Art is a leading not-for-profit museum located in Chicago's West Town area, just northwest of downtown. Intuit provides an active schedule of outsider arts programming and exhibits. "Intuitive and outsider art" is described by Intuit as work by artists who demonstrate little influence from the mainstream art world, and who instead seem motivated by their personal visions.

Available Space

There are three main, adjoining public spaces: two galleries (1000 square feet and 1300 square feet) and a performance space (1500 square feet). The combined capacity of all three rooms is 195 people at one time (limited by the City of Chicago fire code regulations). A floor plan can be provided upon request.

Each of these spaces is included in the rental, but we ask that you keep food and drink contained in the performance space. There is non-flash photography permitted in exhibition spaces on a case-by case basis. Intuit staff will notify the renter of special circumstances when no photography is allowed (ex. in the event of exhibition loan restrictions, fragile nature of exhibiting artwork, or other). There is no touching artwork, leaning on art pedestals or resting items on art pedestals or cases permitted. Renters may affix signage or decoration to the walls of the performance space with removable putty or a similar non-marring product.

Rental Fee

Rates begin at \$300 per hour for individual and corporate events and \$200 per hour for not-for-profit organizations. One hour pre-event for setup and a half hour (30 minutes) post-event for breakdown is included in this rate. Premises must be vacated and cleaned completely a half hour after the scheduled finish time of the event to avoid being charged for additional time. Only prior to the event may additional time be arranged for more complex events. Rates apply if renters extend their stay without notifying the staff contact. *A 50% deposit is required in order to reserve the space. The final payment is due one week prior to the event.*



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Scheduling Your Event

Events may be scheduled after museum hours, based on staff availability. Events during museum hours will be considered on a case by case basis, depending on the nature of the specific exhibition and the proposed rental event or activity. Events should end no later than 11:00 p.m.

Staffing

One staff member will be on-site to assist with set up, the event itself, limited clean up, and will serve as a gallery monitor. If the anticipated guest attendance is more than 30 people, we require an additional gallery monitor on-site at an additional cost of \$50 per hour. *Renters must communicate an accurate estimate of attendees prior to signing the Rental Agreement and update the Intuit staff contact one week before the event. If attendance substantially exceeds estimates (30 or more people than anticipated), additional fees may apply starting at \$50/hour.*

Viewing the Space

We highly recommend a site visit before booking the space. The space is unique and best experienced in person. Intuit is open to the public Tuesday-Saturday 11-6 p.m.; Thursday 11-7:30 p.m.; Sunday 12-5 p.m. Please contact Jane Castro, Education Associate, at 312.243.9088 or jane@art.org to discuss your event.

Public Events

If the event is open to the public, any publicity regarding the event must make it clear that Intuit is not sponsoring or producing the event. All publicity information (postcards, flyers, etc.) must be approved by Intuit before distribution. If your event is held during Intuit hours of operation, be advised that museum guests may wander into your event.

Location and Parking

Intuit is accessible via public transportation by CTA bus (66/Chicago and 56/Milwaukee) and by subway (Blue Line Chicago Avenue station). Intuit is convenient to downtown and I-90/94 (Kennedy Expressway): northbound traffic exits at Augusta, and southbound traffic exits at Ogden. Ample street parking is available near the museum. Free parking can be located in front of Intuit on Milwaukee Avenue and on side streets surrounding Intuit, including Carpenter Street, Huron Street, May Street, and



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Morgan Street. Metered parking surrounding Intuit can be located on Aberdeen Street, Huron Street, Milwaukee Avenue, Ogden Avenue, Chicago Avenue and Carpenter Street.

Vendors

Renters are responsible for obtaining their own liquor license and providing their own food and liquor. Intuit does not have a full kitchen on-site. There are no restrictions on outside vendors; we can provide recommendations upon request.

Gallery Rental Includes:

- Space (performance space, 2 galleries)
- Refrigerator and microwave
- Restroom (3 individual stalls)
- 3 garbage cans, 2 recycle bins
- 75 metal folding chairs
- 2 eight foot tables – rectangle, each seat 10 people
- 2 six foot tables – rectangle, each seat 6 people
- 6 three foot tables – round, each seat 4 people
- 4 sets of risers
- 1 coat rack
- 1 podium
- Coffee pot and water dispenser
- Handicap access ramp available upon request

Technology Included:

- Projector
- Sound system
- DVD player
- Laptop

Available Add-ons:

- Black table linens. Cleaning fee per linen used, \$10 per large linen and \$5 per small linen.
- Renters may use Intuit's coffee, tea, coffee filters and disposable cups for an additional fee.



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Renters' Responsibilities:

- All set-up and labor for event
- Food and beverage service and supplies
- Clean-up (returning space to its original condition)
- Loss or damage to space, artwork or equipment
- Strict supervision of all children
- Dispose of garbage (out back door)
- No food or drink in galleries at anytime