Renting the Transformer Station for Private Events

About the Museum

Transformer Station (TS) is a contemporary art museum in Cleveland’s Ohio City neighborhood. Opened in 2013, the space features temporary exhibitions drawn from the photography collection of Fred and Laura Ruth Bidwell in addition to exhibitions organized by the Cleveland Museum of Art’s contemporary art Curators.

Facility Information

Once an operational transformer station, the original building, built in 1924, has been resurrected as an 1100 sq. ft. museum with 22 ft. ceilings. The original 15-ton crane and concrete floor preserves the industrial character of the space. The Crane Gallery opens up to a small reception area which connects it to the larger 1850 sq. ft. gallery, called the Main Gallery, which was added to the historic building in 2012. The Main Gallery features 21 ft. ceilings with exposed ductwork. All private rentals include access to both galleries as well as the 14-spot parking lot that adjoins the building and the pocket garden that flanks the building on the south side. These areas may be tented to accommodate additional guests. A floor plan is included on the last page of this document.

Revised: 4/11/2018
Capacity

Transformer Station’s exhibitions change quarterly. Occasionally, exhibitions include sculptural and installation elements that may reduce the available floor space and thus, the capacity of the museum. Our current capacity will be communicated to interested parties based on the requested date. As a general guide, TS can accommodate:

- Seated dinner: Up to **75** guests
- Cocktail-style, standing reception: Up to **115** guests
- Indoor/outdoor reception with tented parking lot (or garden): Up to **200** guests

Fee Schedule

The rental fee is calculated based on number of guests and the duration of the event:

- Less than 50 guests: $500.00, plus an additional $35.00/hour
- 50 – 100 guests: $1000.00, plus an additional $35.00/hour
- 100+ guests with use of outdoor space only: $500 +35/hr
- 101 – 200 guests: $1000.00, plus an additional $70.00/hour

Rental Hours

During our exhibition period, rentals are from 5 pm to 12 am. Rentals may load-in as early as 4:30 pm. The renter is responsible for setup and breakdown. Everyone must be out of the museum by midnight, including musicians and caterers. If caterers and musicians are still cleaning up after midnight you will be charged an additional $100 for each hour, rounded up to the hour.

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Included in your rental:

- 1 onsite visit to tour the facilities
- Use of both gallery spaces, Transformer Station parking lot, yard and garden
- One, or two, on-site attendants the day of your event (depending on the size of your event)

You are responsible for:

- Event setup
- Post event cleanup
- Decorations (if you choose to have any)
- Trash removal
- Additional permitting

Equipment Rentals:

- Chairs (we have 70+ red metal folding chairs)
- 6" Tables (we have 4)
- 8" Tables (we have 2)
- Projector $150
- Projector Screen $20
- Portable PA system (microphone included) $25

Please Note

TS is an art museum and the number one priority is the safety of the artwork. TS features exhibitions of art in all media, including freestanding sculptures placed at a distance from the wall. **Please be aware that there is no guarantee that any specific artwork or exhibit will be displayed at the time of your event.** Changes or alterations in the museum’s galleries do not warrant cancellations and no request for removal of artwork for an event can be honored. TS will make every effort to communicate what will be on display at the time of the event. If you would like a piece of artwork covered, there is a $200 art handling fee per piece.

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Because TS features fine art in many types of media, we must insist on certain precautions to protect the artwork on display. Failure to observe the following requirements may result in the termination of the event.

- No red wine may be served or consumed indoors.
- No kegs are permitted. Beer must be served in individual containers (i.e. bottles)
- **No open flames of any kind will be allowed indoors**, including Sterno warmers. Caterers may use warming boxes in the downstairs kitchenette.
- Floor plans detailing the layout and spacing of chairs, bars, and tables **must be submitted up to 30 days prior to the event for approval**. All furniture must be placed at least 3 ft. from all walls and freestanding artwork/displays
- Décor should be kept to a minimum and must be removed from the premises immediately following the event. TS does not allow nailing or adhering to any of the gallery wall surfaces.

**Catering**

TS does not have an exclusive relationship with any one caterer. We have worked with the following caterers and recommend them highly. **Additional caterers are required to meet with the Gallery Manager on-site and agree to facility guidelines before booking.**

**Spice Catering**

- spicecaters.com  
  Contact: Jess Edmonds  
  Email: Jess@SpiceCaters.com  
  Phone: 216-432-9090

**Fire Food and Drink**

- firefoodanddrink.com  
  Contact: Suzanne Redford, Catering Sales Manager  
  Email: Suzanne@firefoodanddrink.com  
  Phone: 216-921-3473 x148

**Marigold Catering**

- marigoldcatering.com  
  Contact: Katie Korte, Event Planner  
  Email: Katie@marigoldcatering.com  
  Phone: 216-566-5400

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Other Vendors

A vendor is any company or person providing any type of service during your event, i.e. florist, rental company, baker, band, etc. **A complete list of vendors, including contact information and approximate arrival times must be shared with TS at least 1 week prior to the event in order to arrange access.**

A Note on Volunteers

Managing and overseeing setup and cleanup is the responsibility of the client. If these tasks are delegated to volunteers or staff (rather than caterers), the client must designate one person the role of team leader. This person will be responsible for making sure the galleries are free of trash and debris, all leftover food and drink have been removed from the premises, and all Transformer Station chairs, tables, and benches have been returned to their proper locations by the end of the event rental period. Failure to do so will result in a $150 fee.

Making a Reservation

After establishing that the museum is available for the date and time of your event, please submit the event rental worksheet. After the details of your event have been approved, you will be issued an invoice for the 50% non-refundable deposit and your reservation will be confirmed. Deposits must be paid at least two weeks prior to the event to reserve the space. The remaining amount will be invoiced one week prior to the event for the anticipated hourly fee. Any additional fees will be invoiced after the event and must be paid within 30 days.

**A complete list of vendors, including contact information and approximate arrival times must be shared with TS at least 1 week prior to the event in order to arrange access.**

Cancellations and Refunds:

The client may cancel the event after their reservation has been confirmed, but they will **not be entitled to the refund of the 50% deposit.** If the client cancels less than 7 days prior to the event, they will not be entitled to a refund of any kind. In the event the facilities are rendered unsuitable for use due to fire or other calamity, notice of violations of any city, county, or any other governmental cancellation, the client’s deposit, which is otherwise non-refundable, will be returned. TS will have no further liability or obligation in regard to the cancelled event, although every effort will be made to reschedule.

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Floor Plans

Crane Gallery Dimensions
Square footage: 1,017 feet

Stairwell
- 3 ft.
- 5 ft.
- 5 ft.

24 ft.
Available Wall Space

Entrance

4 ft.

24 ft.

17 ft. 6 in.

9 ft. 4 in.

20 ft.

1.5 ft.

9 ft. 4 in.

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Main Gallery Dimensions
Square footage: 2,080 feet

58 feet

7.75 feet

13.75 feet

9 feet

16.83 feet

Emergency exit

Closet door

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