



CORPORATE & COMMUNITY RENTALS AT THE SAINT JOHN ARTS CENTRE

Conveniently located in Uptown Saint John, the Saint John Arts Centre offers a distinctive venue for meetings, conferences, receptions, and corporate events.

ABOUT THE SPACE

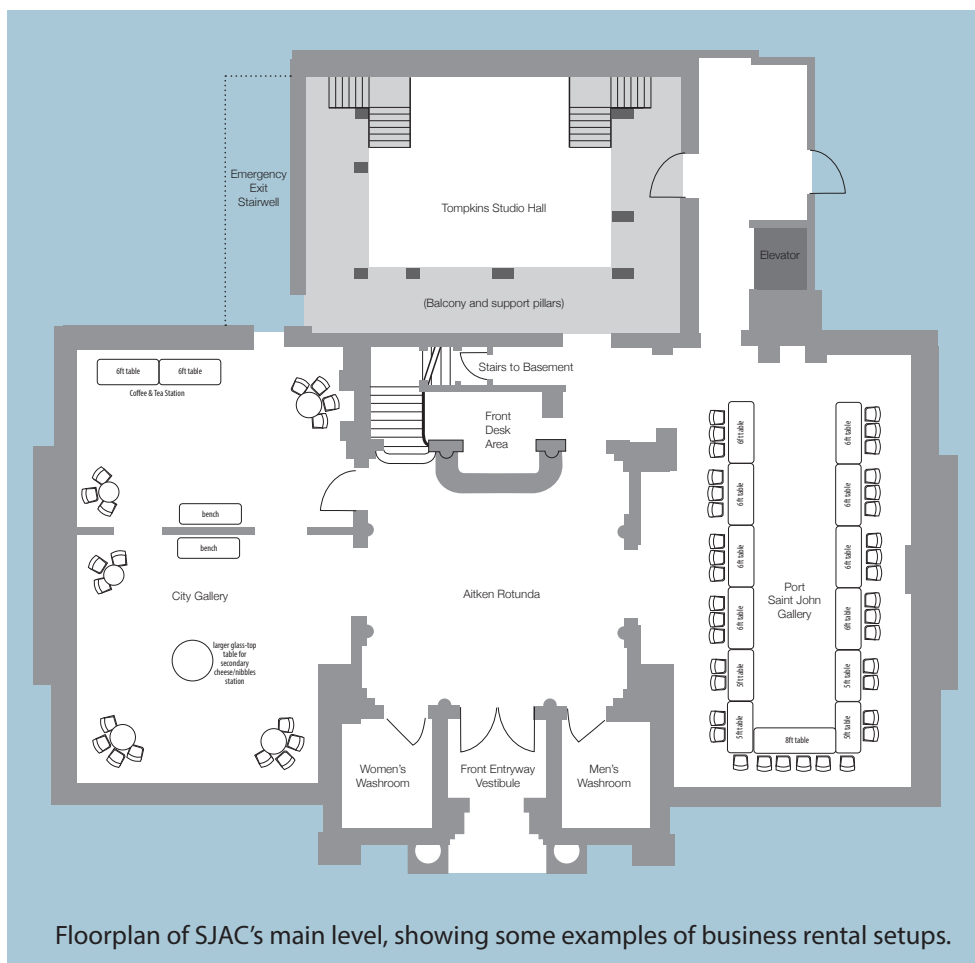
Saint John Arts Centre is the Fundy region's community arts centre, making its home in the historic Carnegie Building. This turn-of-the-20th-century former library boasts spacious galleries with high ceilings, fine architectural details, and exhibits of contemporary art and fine craft by professional & emerging artists.

OUR AMENITIES

Historic space meets modern amenities at Saint John Arts Centre. A wide array of practical furnishings are at your disposal, plus a useful complement of A/V and sound equipment. Our accessible building includes a commercial-style prep kitchen for use by approved caterers, and our reception desk easily converts into a welcoming bar service area.

OUR SERVICES

Whether it's a small seminar requiring technical support or a large cocktail reception, our courteous and professional staff will be on hand to help make your event a success. While Saint John Arts Centre does not provide in-house catering, we are pleased to recommend experienced and trusted local caterers and event suppliers.



AMENITIES

A/V EQUIPMENT

- Open-access WiFi
- Digital projector & screen
- 46" Smart TV
- In-house sound system for background music or amplified events for large groups
- Bose L1 sound system with Bluetooth connection

FURNISHINGS & EQUIPMENT

- Assortment of tables: banquet, 5'round, small café
- White or black linens
- Comfortable padded chairs
- Speakers' podium with mic
- Convenient nearby parking

LEVEL 2 SPACES

PORT SAINT JOHN GALLERY

Ideal for: auditorium-style presentations (80-100 attendees); horseshoe-style meeting (30+); seminar or panel discussion with 'half-round' seating for 40+; sit-down dinner (60); standing cocktail reception (150+)

CITY GALLERY

Similar to Port Saint John Gallery for slightly smaller groups in a more intimate, two-section space. Ideal for working lunches,

TOMPKINS STUDIO HALL

Private mini-theatre with balcony; ideal for groups up to 40 for A/V presentations, working lunches

LEVEL 3 SPACES

PERCIVAL GALLERY/WORKSHOP

Our primary workshop / classroom space, with high ceilings, large south-facing windows and adjacent wash-up room for art activities. Seats 40 auditorium-style.

LIBRARY GALLERY

The mirror-image to the Percival room, bright north-facing gallery space with overflow room for working lunch service or 'break-out' space in the adjacent Canada Games Gallery.

BOARDROOM

Housing our donated art book library, seats 12 comfortably

OUR SERVICES

FOOD & BEVERAGE SERVICES

Saint John Arts Centre welcomes outside caterers and can recommend trusted local catering partners for events of all sizes.

In-house amenities include:

- Java Moose coffee & tea service
- Bar service
- Chilled bottled water
- Wine glasses, water glasses
- Access to our preparation kitchen for approved caterers

We are happy to connect clients with other local services and suppliers to help plan a seamless event.

OUTLINE OF RENTAL FEES

Category	Description	Rate
Room rental (hourly)	Port Saint John Gallery	\$110
	City Gallery	\$110
	Main Floor: Port Saint John	\$190
	Tompkins	\$85
	Percival	\$80
	Library	\$60
	Boardroom	\$50
	Library + Boardroom	\$85
	Basement Common	\$50
	Kitchen	\$75
Equipment (rate is for entire event time)	Microphone (per event)	\$10
	Piano	\$55
	Smart TV	\$10
	Projector and screen	\$50
	Bose L1 sound system	\$50
	Glassware (wine, beer, water, cocktail glasses; champagne flutes - per 2 dozen)	\$15
	Table linens (each for entire event)	\$7
	Tables and chairs setup is covered by hourly setup fee	
Services	Consulting services per hour	\$25
	Rental setup per hour	\$25
	Event staff/venue coordinators (per staff member) per hour	\$25
	Java Moose coffee/tea service per serving	\$2
	Catering vendor coordination	Cost +5%

RENTAL FEE NOTES

ALLOW TIME FOR OPEN/CLOSE

When assessing your budget, please remember to allow time before and after the event for staff opening and closing, especially outside of public gallery hours (Tuesday-Saturday, 9am-5pm)

EVENT STAFF DUTIES

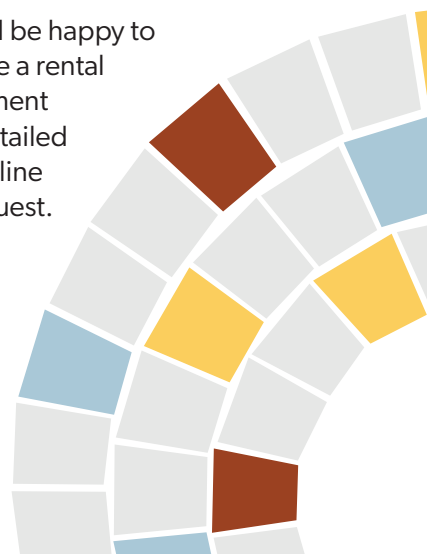
Our event staff members are here to make sure your event runs smoothly. They act as venue coordinators for building health and safety, general guest management and troubleshooting, as well as catering and beverage service. For some business events with minimal assistance required, only one staff may be needed, while larger social events with catering and bar service will require more staff to ensure quality service.

ARTISTS AND NON-PROFIT ARTS ORGANIZATIONS

SJAC is pleased to support the arts community by offering a generous discount on room rental fees for artists (visual, performing, or literary arts) and non-profit arts-related organizations.

QUOTE AND RENTAL AGREEMENT

We will be happy to provide a rental agreement and detailed fee outline on request.



A FEW EXAMPLES OF RENTAL EVENT PHOTOS AT SJAC

Each rental is as unique as the client -
our friendly, experienced staff will do our very
best to accommodate the needs of your event.

The photos featured here provide a glimpse at just some of
what Saint John Arts Centre has to offer our rental clients.

- **Seminar in the Port Saint John Gallery:** Enjoy the unique opportunity to appreciate contemporary art exhibits while you work.
- **Aitken Rotunda:** The architectural highlight of the Carnegie Building makes a great reception area, with a vaulted ceiling, stained glass skylight and mosaic tile floor.
- **Catering to suit your event:** With a range of catering options, from simple in-house nibble trays to full multi-course dinners from your choice of vendor, there's an option to fit your needs and budget. The crew at Thandi's are a favourite!
- **Classroom-style meeting:** SJAC has a variety of practical furnishings onsite, set up to your specifications.
- **Specialized A/V needs:** This meeting required a full translation booth and equipment from a local A/V company, easily accommodated in our spacious Port Saint John Gallery.
- **Press conferences and panel discussions:** With staging, sound equipment, and high-speed WiFi, our Port Saint John or City Galleries are an ideal space for press conferences or public presentations.
- **Social Events:** A cocktail reception in the entire main floor with 200+ guests is easily accommodated.
- **Performing and Literary Arts Events:** SJAC is pleased to support not only the visual arts, but artists practicing in the performing and literary arts as well. We offer a substantial room rental discount for artists and arts-related non-profit organizations. Our spaces make an ideal venue for small concerts, recitals, book launches, arts organization meetings and more.

Contact us for a quote on your next event!
Kelly Cunningham, Promotions & Event Coordinator
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