

FACILITY RENTAL

The Gallery at Tephra Institute of Contemporary Art is the perfect space for office gatherings, small cocktail events, or holiday parties. Host your event in our Gallery space, surrounded by innovative contemporary art, overlooking Reston Town Square Park. Free parking is accessible near the gallery after 5pm on weekdays and all day on weekends.

Tephra ICA is responsible for the care and protection of the artwork on premises, the Gallery reserves the right to vet events based on their feasibility in the space or the current exhibition.

Capacity

Under optimal conditions, the gallery can host up to 125 people.

Fee and Requirements

The rental fee is \$350 per hour with a minimum of four hours. A signed rental application form and \$500 deposit is required to secure the date. Full payment is due with a signed contract two weeks prior to the event. Event set-up and clean-up times will be included in the calculation of the total rental period.

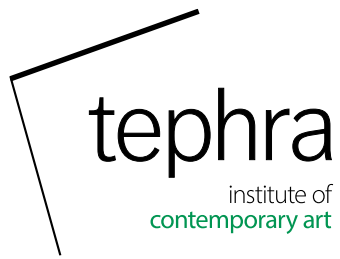
A Tephra ICA staff member is required to be present at the event at all times and will close the facility after event clean-up. Event caterers must be approved by staff prior to the event.

Cancellation Policy

In the event of cancellation, the total amount collected minus a \$50 administrative fee will be refunded.

Conditions of Use

- Rental cannot be for political or religious purposes, or for fundraising activities
- Events may not be self-catered
- Live cooking is not permitted in the gallery. All food must arrive already prepared
- Smoking is prohibited
- Dancing is prohibited
- Set-up must begin after 5pm
- Artwork in gallery cannot be moved for event
- Touching the artwork is strictly not allowed



- Tephra ICA does not have any linens, dinnerware, or chair covers
- Tephra ICA may provide five 6-ft long tables and 30 chairs for events as needed

Suggested Caterers

[Balducci's Food Lover's Market](#)

[Purple Onion Caterers](#)

[Atrium Catering and Design](#)

[Amphora Catering](#)

For more information, please email info@tephraica.org or call 703.471.9242.