

HOST YOUR NEXT EVENT AT

**CLARA**

**CLARA** is an arts and education center that provides permanent administrative and classroom space to six cultural organizations in our community, and affordable event and rehearsal space to countless more! By hosting your next event at **CLARA**, you'll be connected to Sacramento's incredible artistic community -- all while ensuring a great event!



**Facilities Rental Guide  
Updated 8/6/24**

**Conveniently located in midtown Sacramento on the corner of N and 24th Street, our address is:  
2420 N Street  
Sacramento, CA 95816**



**We also have our own parking lot! On top of that, there's free 6-hour parking around our entire block.  
Your guests won't have to worry about parking, meters, etc -- a huge plus!**

**CLARA has four rentable spaces on site**  
**Indoors: THE AUDITORIUM and THE ANNEX**  
**Outdoors: THE COURTYARD and FRONT LAWN**



## **HOURS OF OPERATION**

**9am - 11pm 7 Days a Week**

10% premium per hour for reservations outside of regular operating hours

**Consider us for all of your events!**

**Concerts - Recitals - Dance Classes - Dance Events - Open Mics - Monologue Readings - Exhibitions - Cultural Events - Fashion Shows - Holiday Parties - Birthday Parties - Baby Showers - Wedding Receptions - Sorority Formals - Yoga Classes - Board Retreats - Business Meetings - Group Meetings - Corporate Conferences - Training Workshops - Networking Events - Fundraisers - Seminars - Election Events - Markets... The list goes on!**

We unfortunately cannot accommodate weddings or quinceañeras.

CLARA's Parking Lot is NOT an event space.

# CLARA AUDITORIUM

1425 24th Street

**Imagine your event in this sun-filled performance space with hardwood floors, high ceilings, large windows, and fresh white walls**



## AUDITORIUM RENTAL INCLUDES:

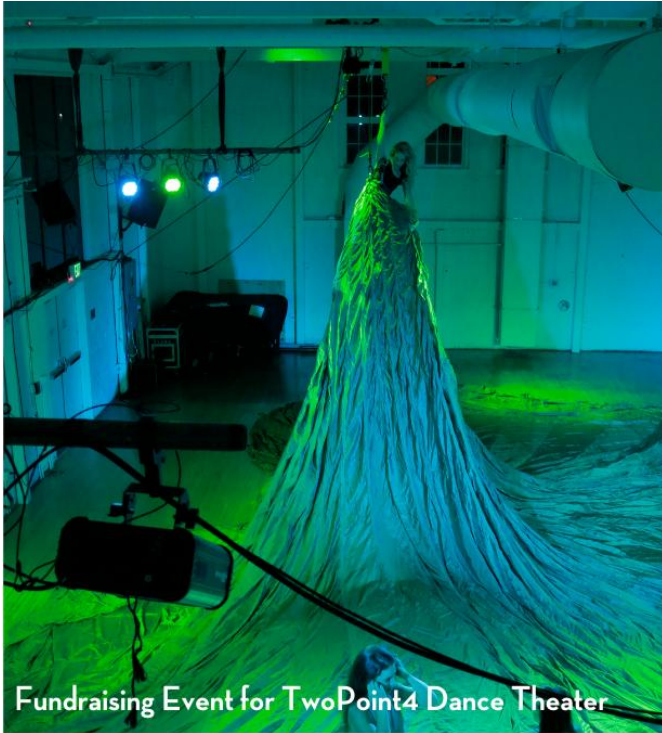
- Lobby area
- 2 bathrooms inside the space
- House sound system
- 1 wired microphone with stand
- Theatrical lighting rig
- 8ft x 12ft stage
- Pipe & drape backdrop
- Wi-Fi
- On-site staff (1) support
- 150 padded folding chairs
- 8 3X6-ft folding tables
- Calendar listing in events section of our website -- by request

**Capacity ranges from 120-200  
depending on your event layout**

**You may bring in any equipment that suits  
your event's needs, but here are additional ways  
we can support you:**

## ADD-ONS AVAILABLE:

- Black fitted linens for 3x6-ft tables  
(6 available) -- \$10 each
- Hi-top cocktail tables + linens  
(6 available) -- \$25 each
- Projector + Projector Screen -- \$50
- Additional wired microphone with  
stand (1 available) -- \$20
- Wireless microphone (2 available)  
-- \$40 each
- Music stands (12 available) -- \$5 each
- Use of baby grand piano -- \$150
- Keyboard and stand -- \$50
- Pipe & drape re-configuration -- \$50
- Stage re-configuration -- \$150
- \*Ask us for layout options
- Table and chair setup -- \$50
- Technician for theatrical lighting  
design/transitions and/or sound  
management -- \$50/hour (3 hr min)



Fundraising Event for TwoPoint4 Dance Theater



Concert

# CLARA AUDITORIUM RATES

## PRIVATE EVENTS

**PEAK RATE:** \$115/hr

Friday - Sunday | 12-11pm

**OFF PEAK RATE:** \$75/hr

Friday - Sunday | 9am - 12pm

Monday - Thursday | 3pm - 11pm

**EARLY BIRD RATE:** \$60/hr

Monday - Thursday | 9pm - 3pm

10% Non-Profit Discount

\$500 security deposit required for parties

## ART-BASED/CULTURAL EVENTS (20% Discount)

**PEAK RATE:** \$92/hr

Friday - Sunday | 12-11pm

**OFF PEAK RATE:** \$60/hr

Friday - Sunday | 9am - 12pm

Monday - Thursday | 3pm - 11pm

**EARLY BIRD RATE:** \$48/hr

Monday - Thursday | 9am - 3pm



50th Birthday Party



Creative Mornings Sacramento



U-Style Setup for a Board Retreat

# THE ANNEX

2420 N Street #180

**Step into our newest event space with a hardwood dance floor, large windows, and mirrors along the walls**





## **ANNEX RENTAL INCLUDES:**

- Private use of Annex courtyard with stage
- Portable speaker with 1 wired microphone
- On-site staff (1) support
- 80 folding chairs
- 4 3X6 ft folding tables
- Calendar listing in events section of our website available by request

**Capacity ranges from 80-120  
depending on your event layout**

**Kitchen is currently unavailable  
except as a staging area.**

**You may bring in any sound/lighting/furniture that suits your event's needs, but here are additional ways we can support you:**

## **ADD-ONS AVAILABLE:**

- Black fitted linens for 6x3 tables (6 available) -- \$10 each
- Hi-top cocktail tables + Linens (6 available) -- \$25 each
- Music stands (12 available) -- \$5 each
- Keyboard and stand -- \$50
- Projector + projection screen -- \$50

Certain areas of The Annex are continuing to be improved / renovated. This guide represents what is available at the present moment, and will be updated as amenities are added. Thanks for your understanding!



Dance floor with mirrors



Island counter space

# THE ANNEX RATES

## PRIVATE EVENTS

**PEAK RATE:** \$90/hr

Friday - Sunday | 12-11pm

**OFF PEAK RATE:** \$65/hr

Friday - Sunday | 9am - 12pm

Monday - Thursday | 3pm - 11pm

**EARLY BIRD RATE:** \$35/hr

Monday - Thursday | 9am - 3pm

10% Non-Profit Discount

\$500 security deposit required for parties

## ART-BASED/CULTURAL EVENTS

**PEAK RATE:** \$70/hr

Friday - Sunday | 12-11pm

**OFF PEAK RATE:** \$40/hr

Friday - Sunday | 9am - 12pm

Monday - Thursday | 3pm - 11pm

**EARLY BIRD RATE:** \$25/hr

Monday - Thursday | 9am - 3pm



Windows along wall



Meeting Setup



Outline of courtyard rental

# THE COURTYARD at CLARA

## RATES

**PRIVATE EVENTS: \$150/hr**

**ART-BASED/CULTURAL EVENTS: \$110/hr**

10% Non-Profit Discount

\$500 security deposit required for parties



MetroEDGE mixer



# THE FRONT LAWN at CLARA

Public-facing event space on the  
corner of N and 24th street.  
Perfect for markets, yard sales,  
etc!

**FLAT RATE:**  
**\$100/hr**



# Film shoots at CLARA!

**CLARA's rentable spaces, hallways, classrooms and exteriors are a great backdrop for film projects. Film rates are as follows:**

**\$60/hour + \$100 per location**

Please note: CLARA's tenants have classes at all hours of the day, and our coffee shop Seasons is open 7 days a week. We will work with you to coordinate a shooting schedule that minimizes interruptions.



# **GOT QUESTIONS?**

**Please review this guide for answers to frequently asked questions before reaching out to the Rentals & Events Coordinator to check date availability and discuss your specific event.**

**We will respond to inquiries between 1-3 business days.**

**Small team + lots of projects = we really love email!**

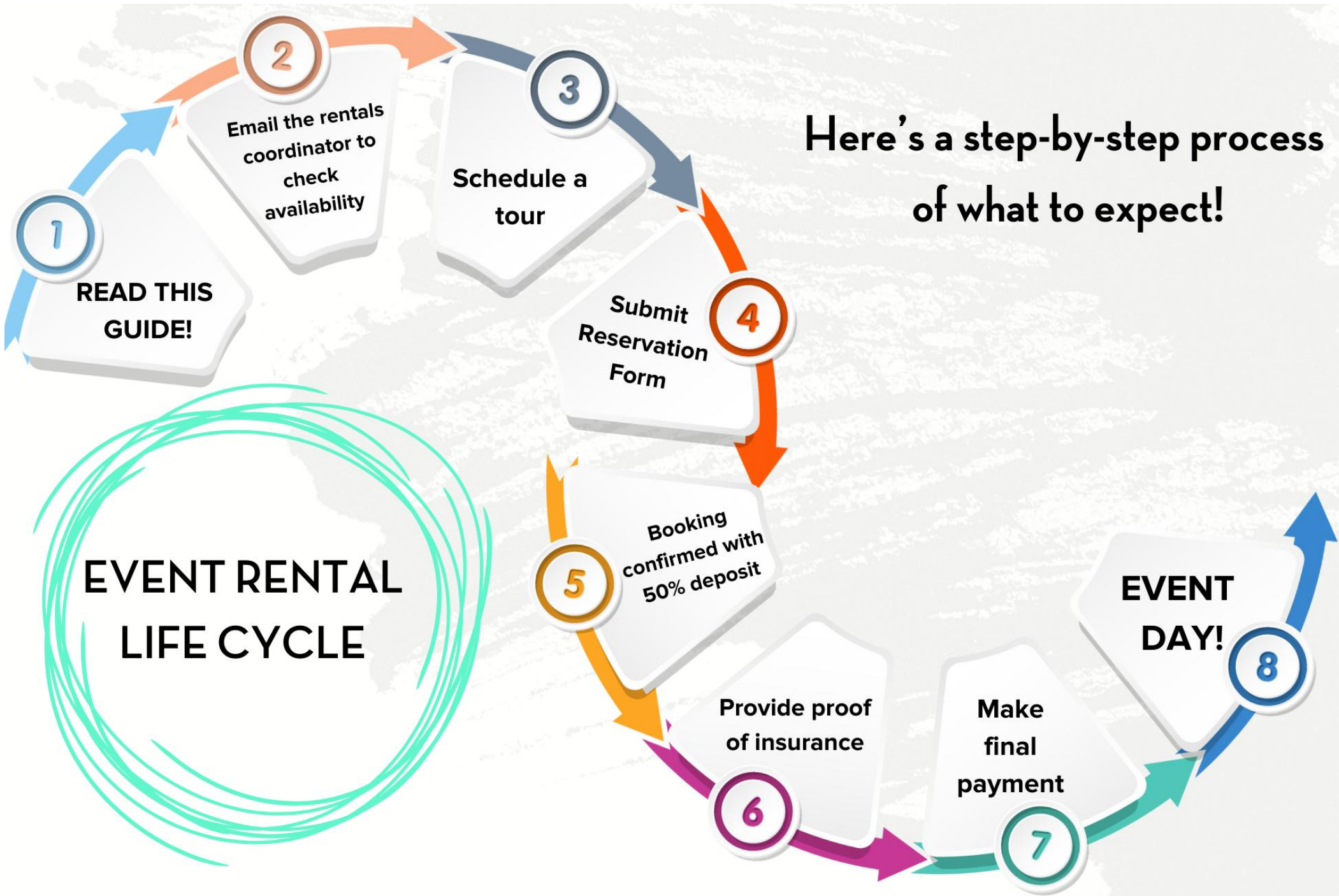
**Having your details in writing makes it easier for us to give your event the personal attention it deserves. We want to make sure we're giving you clear, consistent, and accurate information in terms of what we can provide.**

**Plus, a lot of times, it's just faster -- for you and us. Win-win!**

**Interested in scheduling a tour? Want more info?**

**Email [rentals@claramidtown.org](mailto:rentals@claramidtown.org) or**

**Call 916-794-2787**



Here's a step-by-step process of what to expect!

**EVENT RENTAL LIFE CYCLE**

**1**  
**READ THIS GUIDE!**

**2**  
Email the rentals coordinator to check availability

**3**  
Schedule a tour

**4**  
Submit Reservation Form

**5**  
Booking confirmed with 50% deposit

**6**  
Provide proof of insurance

**7**  
Make final payment

**8**  
**EVENT DAY!**