



400 South Front Street
Memphis, TN 38103
901.576.0708

www.robinsongallery.com

Welcome to the Jack Robinson Gallery!

Located in the heart of the historic South Main Arts District, The Robinson Gallery is a popular venue for private parties held against the backdrop of Jack's captivating photography and Rainbow Studio's beautiful stained glass windows. Featuring a spacious prep kitchen, as well as handicapped access, it is the perfect location for weddings, receptions, business luncheons, and parties of all kinds! We provide the perfect atmosphere for a real Memphis feel of music, soul, and history.

Facility Information:

- Over 2,500 square feet of gallery space across two floors
 - Space downstairs for a seated wedding ceremony for 135
 - Ballroom space upstairs for up to 250 guests
 - Bridal Suite
 - 2 bathrooms per floor
- Prep kitchen
 - 2 Refrigerators with freezers
 - Microwave
 - Prep Space & Tables
- Street parking is available or parking lot can be rented from Premium Parking [at this link](#)
 - Premium parking lot: P2703
 - Contact: jstinette@premiumparking.com
- No limitations on caterers or other vendors
 - Keg policy: Due to issues with leaking, NO kegs are allowed unless they are secured and delivered in kegerators. All other alcohol is permitted.

Included With Your Rental:

- Up to 12 hours access to both floors of gallery space with a 12am cap
- Free set up of all our tables and chairs:
 - 15 60" Round Tables
 - 6-8 guests comfortably per table
 - 12 6-ft Banquet Tables
 - 6 guests comfortably per table
 - 1 8-ft Banquet Table
 - 2 4-ft Banquet Tables
 - 4 Bistro Tables
 - 200 Wooden Folding Chairs
- Set up and use of our other amenities:
 - Epson VS310 Projector (USB 2.0)
 - 8 Ft. Moveable Bar
 - 2 concert pianos (moving must be arranged prior to event)
 - Sound System
 - 2x Harbinger VARI 3415 speakers
 - Wireless & Bluetooth compatible
 - Microphone and Stand

Rental Process:

1. **Secure your date:** To secure your date, a **signed contract** and a **security deposit** of 25% of your rental amount are due. Note that the security deposit is separate from your rental amount, but is refunded via check in the mail within 2 weeks following your event.
2. **Proof of Special Event Insurance:** All clients are required to show proof of special event insurance prior to set up. You may use your own insurance provider or we can suggest one. The policy should reflect the hours of your event and should be a general liability policy with a minimum of one million dollars of coverage. Generally, these are inexpensive and easy to acquire. Please submit your proof of insurance **no later than one week prior to your event.**
3. **Pay your rental fee:** No later than **one week prior to your event**, your entire rental balance should be paid.
4. **Floorplan & Schedule:** Your floor plan and schedule of events (load in, hours of event, any special deliveries) should be submitted **no later than one week prior to your event.**
 - a. Please note: *if we do not receive your floor plan at least one week prior to your event, we cannot guarantee the setup of the space upon your arrival.*

Payment & Processing:

We accept payment via cash, card, and cashier's check or money order. Make checks payable to Dan Oppenheimer. All card payments require a 3% processing fee.

For Pricing Information and Gallery Reservations:
Elijah Poston 901.576.0708 or jackrobinsongallery@gmail.com