

# Terms and Conditions for Use of the CAC Facility

## Contractual Obligations:

1. Contract Deposit must be in place to secure your date. We can hold dates for 7 days and if no deposit is received, the date will be released. If you have turned in a contract and deposit, but cancel your date but fail to notify us, your deposit will be forfeited.
2. Events with contract and deposit on file that are cancelled 30 days or more prior to the event date are eligible for a full refund of the deposit and all monies paid towards the event.
3. Events cancelled LESS THAN 30 DAYS FROM DATE OF EVENT forfeit deposit in full and can forfeit a percentage of monies towards the actual cost of the event if the CAC has incurred costs related to hosting the event. The CAC reserves the right to make exception in rental, deposit, and refund as appropriate to each rental contract.
4. Rental Time for your event is 8:00 AM through midnight of your event day, and 8:00 AM to midnight for the day prior to the event for decorating and set up purposes unless otherwise specified.

## Set Up and Decorating Rules:

1. Only authorized CAC personnel can operate sound and lighting equipment in any rental areas of our center. No one is allowed in the sound booths located in the auditorium or banquet hall without the sound/lighting technician present.
2. Signs must be placed on stands or easels.
3. NO TAPE of any kind is to be used on walls, columns, floors, stage floors, windows, partitions, doors, glass, mirrors, or any other fixtures anywhere in the building.
4. NO BRADS, NAILS, or other means of affixing something to the structure shall be driven into any portion of the building.
5. NO GLITTER OR CONFETTI is allowed in decorations anywhere in the facility.
6. Banners, drapes, or other objects shall not be hung from conduits, light fixtures, sprinkler pipes, etc without permission from the CAC Director. Sound/Light Technician must hang all items without exception in this building due to the height of the ceilings and use of a scissor lift.
7. No changes, alterations, repairs, painting, staining, or any action that will change the finish, appearance, or contours of the building will be permitted.
8. Fire Exits, sidewalks, passageways, hallways, and stairways shall not be obstructed at any time due to Fire Marshall Requirements.
9. No Displays or exhibits outside the building (other than the CAC Courtyard) can be placed without permission of the CAC Director or technical personnel.
10. All animals are prohibited, no exceptions.

## Catering Options:

Our renters are allowed to use the caterer of their choice. As such, depending on other events that same day, the CAC will provide access to the ice machine if possible, the warming cabinet, and access to the dishwasher room if needed. Garbage cans and liners will be provided as well.

## OTHER SERVICES REQUIRED/AVAILABLE

### Security:

Security is required for the duration of the event. DSI (334-793-5720) is our primary provider of services although other options can be discussed with the CAC Director at the time of contract signing or consultation date. DSI prices will be in addition to your event fees. DSI can be contacted by the Center and arrangements made for coverage for your event. Their fees will be added to your final contract price and payment must be made in full prior to your event date.

### Seating Options:

Seating in the Auditorium and Banquet Hall can be provided in several ways:

1. Table and Chairs: are the most common for certain events that involve food, dance, and social seating. 196 guests are about the limit for this type of seating in the Auditorium and 100-120 guests are the limit in the Banquet Hall. These are provided free of charge and are included in the rental price.
2. Row Seating: is designed for events whose focus is on a stage production. 300 guests are the limit in the Auditorium and 150 guests are the limit in the Banquet Hall. These are free of charge and are included in the rental.
3. Riser Seating (Stadium Style Seating) is a different form of seating available for the auditorium only. It works for events with a stage production as the focus of the event and who want to issue reserved seat tickets. 200 chairs are on the risers and 100 chairs are on the floor. These chairs can be labeled according to a seating diagram for reserved seating. If you are issuing tickets for this type of seating, it is the renter's responsibility to provide the printed tickets. \*There is an additional charge of \$500 to set up and break down riser seating. \*\* There is an additional charge of \$50 if you want reserved seating labels for the chairs.

### Sound & Lighting Options:

The Cultural Arts Center has a wide array of sound and lighting options to be used for your event:

1. If you are doing a stage production in either the Auditorium or Banquet Hall, consultation with the Sound and Light Technician is required so that you can explore all options available and so that we can work with you on any outside equipment you may need to rent to make your event successful. See the CAC Director for contact information for the S&L Tech.
2. If your event is more in line with a social event, you will need to think of your floor plan—how the room(s) will be set up, and then determine what you want spotlighted such as cake tables, food tables, dance floors, beverage tables, bar, specific seating tables, head tables, speakers, etc. Also think of sound and who will be speaking or singing at your event. Our S&L Tech can help you with the right equipment.
3. If you are producing your own DVD to be used/played during your event, please format the disc in a variety of ways and bring it to the center 2 weeks before the date of your event so we can verify it plays. Sometimes our equipment does not read discs cut at home.

If you are producing your own music CD please format it in a variety of ways and bring it to the center 2 weeks prior the date of your event so we can verify that it plays.

If you are planning on using an IPOD to play your music OR A LAPTOP DEVICE please bring your equipment and cords 2 weeks prior to the event to meet with our Tech so we can be assured of its performance on your special day.

The Cultural Arts Center provides one technician for your event at no cost. However, depending on the type of event you are planning, if it is determined that you need an additional sound/light technician or spotlight operator or stage manager or curtain puller, there will be additional fees charged to your final bill. Payment for these will be expected at the end of the event day unless other arrangements are made with the CAC Director.

### **BAR SERVICE:**

Any alcoholic beverage served on Cultural Arts Center property must be served by CAC bar staff effective October 1, 2010. The Cultural Arts Center holds the City/State licenses for alcohol service for your event and as such, can be the only provider.

### **Bar Service Can Be An Open Bar or a Cash Bar**

Open Bar requires the renter to pay for the alcohol purchased for the bar and for the bar service in advance of the event (3 weeks prior to event date). Unused bottles of alcohol from the event become the property of the CAC.

Cash Bar requires the renter to pay for the bar service in advance of the event (3 weeks prior to event date) and the Center reserves the right to choose the brands and types of alcohol that will be provided in the bar.

### **Bar Costs are as follows:**

Bar Service Fees are based on number of guests, needs of the bar to provide adequate service, set up and break down time, and supplies:

- For 75 guests or less: \$100
- For 76-200 guests: \$250
- For 201-375 guests: \$350
- For 376-450 guests; \$400

**Bar Service includes:** set up, break down, bar-backs if needed, glassware, mixers, bar supplies, and linens. It does not include dishwashing glassware or specialty liquors.

**Bar Service** is for a minimum of 1 hour set up, 4 hours service, 1 hour breakdown.

- There is an additional \$50 per hour for over the 4 hour maximum
- There is a \$50 dishwasher fee if CAC glassware is used. No fee if disposable glassware or rented glassware is used.

**Bar Brands** provided in the bar can be provided to the renter at the time of contract signing or bar service determination and payment. Bar will include wines, beer, and liquors.

- You may make requests for specialty brands to be provided but the purchase of these brands will be charged to you based on the cost to the CAC for purchase. This covers the center in case we cannot sell these beverages at any future event before their expiration date. Any specialty purchase has to be discussed and approved by the CAC Director.

### **Bar Rules:**

1. You cannot order more than one drink at last call. Last call for events that run up to midnight is 11:30 PM.
2. The Cultural Arts Center reserves the right to refuse service to anyone regardless of the reason why.
3. If the CAC has to call a cab to get a guest home, the cost of the cab will be charged to the renter. The host of the event will be contacted prior to any cab being called to offer options for getting the guest home safely.

4. The renter listed on the contract is responsible for ensuring that no one attending or participating in the event brings their own alcoholic beverages. GUESTS who violate this rule will be asked to leave the premise immediately, their alcohol confiscated, and the rental damage deposit forfeited.
5. Fees for bar service are due 3 weeks prior to the event.
6. A list of current drink prices can be provided to the renter upon contract signing but are subject to change as alcohol prices may change from the time of contract to event .

### **CONSULTATION: PLANNING IS THE KEY!!!**

To assist you in planning the costs of your event, an event worksheet will be given to you with this packet that will aid you in determining what you are spending. A consultation with the CAC Director and Sound/Light Technician are HIGHLY encouraged (required with the CAC Director, optional with the S&L Tech) so that you will know how much of his time you will be using, especially if you are renting the auditorium or Banquet Hall. It is our goal that we cover all the costs possible so there are no surprises on your big day.

At the time of Consultation, we encourage you to bring your caterer, florist, planner, DJ, etc. to the meeting so we can all see the room being rented, ask questions regarding electrical outlets, space allocations, fire exits, set up space, tec. We will take your floor plan (included with the packet) and go over it so that we are all able to make your event look and feel the way you dreamed it would be.