

Cultural Arts Center Facility Rental Information

Rooms Available & Rental Information

Auditorium Rental: \$1000 effective 10/01/12

The Auditorium is the largest and most popular room located in the center of the main building. This room is suitable for weddings, receptions, conferences, formal dinners, pageants, and events for non-profit organizations. A full size stage is located in the room with theatrical lighting and sound that can add to your event. Included in the rental of this room is use of the lobby and the adjacent board room primarily used for catering.

Capacity: Row Seating 300 guests; round table seating 196 guests

Included in rental of this room:

- Sound & Lighting Technician for 8 hours and full sound and lighting services for the Auditorium and a focal point in the main lobby;
- Janitorial services for clean up after your event;
- Setup and breakdown of the room by staff;
- Use of onsite tables and chairs for seating;
- Access to ice machine and warming cabinet brought to the catering area for your use;
- Access to planning services through staff.
- Full day prior to event use for decorating and set up.

To rent this space requires a \$150 damage deposit, non-refundable, a signed contract, and a planning session with the CAC staff for your event. Total fees associated with your event must be paid in full 3 weeks prior to your event. Any additional charges will be billed to you after your event.

Cancellation of your rental contract must occur no later than 30 days prior to your event. Failure to notify that you no longer need our services or your contracted date will forfeit your \$150 deposit.

Banquet Hall Rental: \$450 effective 10/01/12

The Banquet Hall is slightly smaller than our auditorium but very intimate and spacious for the smaller events such as receptions, dinners, musical events, family reunions, birthday parties, plays and small performances. A smaller stage with limited theatrical lighting and sound is also included in the rental. Direct access to the kitchen area for food service, and a buffet area makes this a delight for the smaller more intimate event. Access to the courtyard further adds to the ambience of the room.

Capacity: Row Seating 150 guests; round table seating—with food service in the same room-100 guests, food service using the buffet area-120 guests

Included in rental of this room:

- Sound and Lighting Technician services for 8 hours and access to as needed sound and light equipment;
- Janitorial services for clean up after your event;
- Setup and breakdown of the room by staff;
- Use of onsite tables and chairs for seating;
- Access to ice machine, warming cabinet, and kitchen prep spaces;
- Access to planning services through staff.
- Full day prior to event use for decorating and set up.

To rent this space requires a \$150 damage deposit, non-refundable, a signed contract, and a planning session with the CAC staff for your event. Total fees associated with your event must be paid in full 3 weeks prior to your event. Any additional charges will be billed to you after your event.

Cancellation of your rental contract must occur no later than 30 days prior to your event. Failure to notify that you no longer need our services or your contracted date will forfeit your \$150 deposit.

Classroom Rental: \$50 effective 10/1/12

We have 3 classrooms available for rental and they are a small area suitable for meetings, trainings, baby & wedding showers, club meetings and other small scale events. Right off the lobby area, these rooms makes the room convenient to receive your clients, trainees, or guests and provides additional “decorative space” for your event. Food service area can be located inside the board room specifically as it is across from the auditorium or outside in the lobby or hallway space freeing up your room for your needs.

Capacity: 30 guests at round table seating or in row seating

Included in rental of this room:

- Setup and breakdown of the room by staff;
- Use of onsite tables and chairs for seating;
- Limited access to ice machine;
- Access to warming cabinet brought to your area;
- Janitorial services after your event;
- Access to planning services through staff.
- Full day prior to event use for decorating and set up.

Additional services that can be provided for this room are sound system services such as microphones and speakers for training sessions or speaker related events. This service runs an additional \$75 to set up, monitor, and breakdown.

To rent this space requires a \$25 damage deposit, refundable after your event, a signed contract, and a planning session with the CAC staff for your event. Total fees associated with your event must be paid in full 3 weeks prior to your event. Any additional charges will be billed to you after your event.

Cancellation of your rental contract must occur no later than 30 days prior to your event. Failure to notify that you no longer need our services or your contracted date will forfeit your \$25 deposit.

Dance Studio Rental: \$15/hour

The perfect room for your rehearsal for a dance performance, show choir performance, changing room for your wedding, or rehearsal space for your pageant to name a few. This room is used heavily by area dance instructors so calling ahead to determine availability is required. Dance Instructors looking for a space for your class, call us to discuss availability, cost and supportive help.

Capacity: 20 couples or 30 people total

Included in rental of this room:

- Setup and breakdown by staff;
- Access to sound equipment for this room only (no microphones available).
- *No food is allowed in this area.*

To rent this space requires a \$50 damage deposit*, refundable after your event, a signed contract, and a planning session with the CAC staff for your event. Total fees associated with your event must be paid in full 3 weeks prior to your event. Any additional charges will be billed to you after your event. *covers possible damage to sound system located in this room.

Cancellation of your rental contract must occur no later than 30 days prior to your event. Failure to notify that you no longer need our services or your contracted date will forfeit your \$50 deposit.

Rental of the Entire Building for Your Event: \$1200 effective 10/01/12

The perfect way to control access to your event and have plenty of space to accommodate your guests, your program, and your event!

Included in this rental would be

- Use of the Auditorium, Banquet Hall, Dance Studio and Board Room spaces; janitorial services for all rooms for your event;
- Sound and lighting in the auditorium, banquet hall, and board room as needed; Full access to kitchen spaces, ice machine, and warming cabinet;
- Setup and breakdown of tables/chairs and other rental equipment by staff;
- Access to planning services with CAC Staff.
- Full day prior to event use for decorating and set up.

Capacity: a total of 450 people can be easily accommodated throughout the building as they flow from room to room

To rent this space requires a \$200 damage deposit, refundable after your event, a signed contract, and a planning session with the CAC staff for your event. Total fees associated with your event must be paid in full 3 weeks prior to your event. Any additional charges will be billed to you after your event.

Cancellation of your rental contract must occur no later than 30 days prior to your event. Failure to notify that you no longer need our services or your contracted date will forfeit your \$200 deposit.