



Weddings: \$800 + \$300 Security Deposit + Event Insurance

- 8 Hours for setup, event, and teardown
- 2 Staff members on hand during the event
- Use of large banquet table, piano, and octagonal table
- Banquet tables and chairs included
- Optional: Labor to setup, takedown furniture, and reset room, + \$100

Parties, Celebrations, Showers, Etc.: \$400.00 + \$300 Security Deposit + Event Insurance

- 4 Hours for setup, event, and teardown
- 2 Staff members on hand during event
- Use of large banquet table, piano, and octagonal table
- Banquet tables and chairs included
- Optional: Labor to setup, takedown furniture, and reset room, + \$100

Options Available

- Setup during business hours: \$25/ hr
- Additional hours needed: \$100/ hr
- Unscheduled hours: \$150/hr
- Rental Insurance: \$120- \$150

Equipment:

- | | |
|-----------------------------|--|
| • (10) 5' Round tables: | Included |
| • (4) 4' Round tables: | Included |
| • (16) 3' Pub Tables: | Included |
| • Lectern (unwired): | \$10.00 |
| • Sound System: | \$50.00 |
| • Decorative Metal Screens: | \$5.00 |
| • White Table Linens | \$7.00 ea. * dependent on availability |

*Renter is responsible for set up of tables, chairs, and other equipment.
To secure a date, Renter must submit an Application, and Security Deposit.
Rental Fee must be paid in full two weeks prior to event. Please see Rental
Coordinator for Non-Profit Fees.*

For more information, or to schedule a tour, please contact Jessica Davis at:
(903) 792- 8681 or JDavis@Trahc.org

Regional Arts Center
321 West 4th Street
Texarkana, TX 75501

TEXARKANA REGIONAL ARTS AND HUMANITIES COUNCIL. INC.
Regional Arts Center Rental Application

TRAHC reserves the right to grant approval of rental and estimate costs based on your information provided below. When the application is approved, a contract will be issued.

Name/Organization _____

[Contact Person #1]

Name

Address

City, State & ZIP Code

Phone Numbers: Home/Work/Cell

E-mail Address

Rental Information

Type of Event:

Space(s) Requested:

Date Requested:

Time of Set Up

Start Time of Event

End of Event/Beginning of Teardown, Cleaning & Restoration

Out of Building
(Please remember – for safety purposes, event cleaning, etc., must be done by midnight)

[Contact Person #2]

Name

Address

City, State & ZIP Code

Phone Numbers: Home/Work /Cell

E-mail Address

Is Renter a Non-Profit Arts Org? Yes No

Is Renter a TRAHC Member? Yes No

Will alcohol be present? Yes No

How many guests are expected? _____

Activities involved: _____

Examples of refreshments to be served:
[Please remember: Red dye foods/beverages are not permitted to protect our carpet]

Caterer Name

Phone Number(s)

TRAHC Equipment Usage:

- _____ Round Tables
- _____ Banquet Tables
- _____ Chairs, red or gray
- _____ Decorative Iron Screens @ \$5 ea.
- _____ Lectern @ \$10 (one available)
- _____ Sound System @ \$50
- _____ Staging @ \$25 per 4' x 7' section
- _____ White Table Linens @ \$7 ea (if available)

Will you need to use these items:

- | | | |
|---------------------|-----|----|
| Large Banquet table | Yes | No |
| Octagon Table: | Yes | No |
| Piano: | Yes | No |

If yes to piano, will it be used decoratively or will it be played? _____

Non TRAHC Rental Equipment:

Rental Company will bring in: _____

when: _____
and will pick up: _____

Cakes provided by: _____
will be brought in when: _____

Florals provided by: _____
will be brought in when; _____

Name Phone

Band / DJ Service: _____

Name Phone

Set up time: _____

Any other furniture/decor items: _____

ESTIMATED COSTS

Estimate your costs below based on the information given. Your actual total may be more or less determined by your actual expenses incurred.

- Security Deposit (refundable*) _____
- Alcohol Deposit, if applicable _____
- Room Rental Fee _____
- Extra Scheduled Time _____
- Rental Insurance _____
- Other TRAHC Rental items: _____
- Total estimate of charges: _____

*See Deposit Refund Policy for more details

We understand that this is only an application for use of space in the Regional Arts Center and that TRAHC, Inc. reserves the right to refuse this or any other rental application. We have read the rules, regulations, and other information provided by TRAHC, Inc. We agree to abide by them and to partner with TRAHC, Inc. as custodians and stewards of the Regional Arts Center. We are submitting this application with the initialed copy of the Facility Rules, and full payment of the security deposit. We have received a copy of the Cancellation Policy, and it has been explained to us clearly.

Contact #1 Signature Date

Mail to:

TRAHC, Inc., PO Box 1171, Texarkana, USA 75504

Or please deliver to the **Regional Arts Center at 321 4th St, Texarkana, TX**