



**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
- All tables and chairs included

**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
- All tables and chairs included
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- **Options Available**
- Labor to setup, takedown furniture and clean room, + \$100.00
- Labor to reset room between wedding and reception, + \$150.00
- Additional hours needed: \$100/ hr
- Unscheduled hours: \$150/hr
- Rental Insurance: \$150 (required)

**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/Black Table Linens  | \$12.00 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 Kaye Baxter at:  
(903) 792- 8681 or KBaxter@trahc.org

Regional Arts Center  
321 West 4<sup>th</sup> 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 \_\_\_\_\_

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**[Contact Person #1]**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State & ZIP Code

\_\_\_\_\_  
Phone Numbers: Home/Work/Cell

\_\_\_\_\_  
E-mail Address

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**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)

Do you want TRAHC to set-up/breakdown your  
event for an additional \$100.00? \_\_\_\_\_

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**[Contact Person #2]**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State & ZIP Code

\_\_\_\_\_  
Phone Numbers: Home/Work /Cell

\_\_\_\_\_  
E-mail Address

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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

**TRAHC Equipment Usage:**

\_\_\_\_\_ 5' Round Tables (10 avail.)  
\_\_\_\_\_ 4' Round Tables (4 avail.)  
\_\_\_\_\_ 3' Round Pub Tables (16 avail.)  
\_\_\_\_\_ 6' X 3' Oblong Tables (13 avail.)  
\_\_\_\_\_ Chairs, red (99) or gray (50)  
\_\_\_\_\_ Decorative Iron Screens @ \$5 ea.  
\_\_\_\_\_ Lectern @ \$10 (one available)  
\_\_\_\_\_ Sound System @ \$50  
\_\_\_\_\_ Staging @ \$25 per 4' x 7' section  
\_\_\_\_\_ White or Black Table Linens @ \$12 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? \_\_\_\_\_

**ESTIMATED COSTS**

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 West 4<sup>th</sup> St, Texarkana, TX**

**Non TRAHc Equipment to be brought in:**

\_\_\_\_\_ (Rental Company)

**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
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Band / DJ Service: \_\_\_\_\_

Name	Phone
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Set up time: \_\_\_\_\_

Any other furniture/decor items: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_