



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 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)

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

[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

