

## FAQs About Renting Spaces at the Regional Arts Center

Many of these FAQs refer to weddings & receptions, but most also are applicable to other events, such as reunions, birthday parties, business meetings, concerts, etc.

**Q: How much does it cost?**

A: Rental fees for 2017-2018 have been set at \$1,500 for a wedding event, and \$600.00 for parties and other celebrations. Additional **scheduled** hours are billed at \$100/hour and **unscheduled** hours are \$150/hour.

**Q: Are we required to pay a deposit?**

A: Yes, a Security Deposit is required along with submission of the Rental Application to book your date on the TRAHC calendar. Please note, the calendar on our website is for TRAHC/ Perot events, and not rentals.

**Q: Does the Rental Fee include chairs & tables?**

A: Yes. Chairs, banquet tables (6'x3') and round tables (13 5'); (4 4'); and (16 3' pub) are included in the rental fee.

**Q: How many people will the Cabe Hall accommodate?**

A: This depends on how much furniture is in the room. Are you going to seat everyone? If so, plan on 100-110. Are you having a few tables but mostly expecting that people will mix and mingle? If so, then you can easily have 120 to 150 or so guests comfortably.

**Q: Can we have our wedding ceremony and reception in the same place?**

A: Certainly! This is becoming a trend. With careful planning and coordination, a small amount of time will be needed to make the transition between the two, but it is very Do-able! The time limit still applies though, so if you plan to do both, you'll need to consider how elaborate your ceremony will be vs. how much time you want to allow for the reception. An extra fee of \$300 is required to allow three people to reset the room. **Be aware that the second floor must be vacated for approximately 30-45 minutes during this process due to insurance and fire code laws.**

**Q: If we have our wedding here, can we have a walk through rehearsal?**

A: Yes. If you can have it before 4:pm there is no charge. If is after 4:pm, there is a \$100 charge for staffing and room fee.

**Q: Can we have a rehearsal dinner here even if our wedding or reception is not held here?**

A: Of course. Just check with the rental coordinator about hours and pricing.

**Q: Is there a place where the bride can dress or wait before the ceremony?**

A: Yes, there is a room we set aside for you to use. Plus, there is plenty of space there for your bridesmaids also, and a separate space for the groom and his groomsmen.

**Q: Can we serve alcohol?**

A: Yes. There is an additional \$300 deposit required if you plan to serve alcohol. We do not furnish the bar or servers. You will have to arrange for these on your own. Usually, a good caterer can arrange for a bartender if desired. **YOU MAY NOT SELL ALCOHOL OF ANY KIND ACCORDING TO TABC LAW.**

**Q: Does my deposit apply to the Rental Fee?**

A: No. Deposits are kept until a Post-Event inspection has been done and TRAHC staff has determined that no damages occurred as a direct result of the event, which will need professional services to amend. IF such damages are detected, you will be notified within 72 hours after your event. More than 90% of our clients get their deposits refunded.

**Q: What if I have to cancel? Will I get my deposit back?**

A: If you call to cancel at least 12 weeks (3 months) prior to the booked date, we require that you confirm your cancellation in writing (email is acceptable). Once we receive your written request, we put in an order for your refund, which should be sent to you within 10 working days of the order. You'll receive 80% of the Security Deposit, plus 100% of any other payments made. If you cancel less than 12 weeks (3 months) prior to the booked date your Security Deposit or any other amounts will not be refunded.

**Q: What is this General Liability Insurance requirement all about?**

A: Proof of Special Event General Liability Insurance showing TRAHC as an additional insured party protects you from claims of property damage, theft, etc., and if applicable, claims due to alcohol related accidents. We have sources for this requirement if your current policy will not extend this event coverage, or if you need a more affordable option than what you've been quoted.

**Q: Are we responsible for clean up afterward?**

You are responsible for getting any food & beverage items and trash out of the building. We ask that you attend to any spills or food on the floors, but unless there is confetti or you just feel compelled to mop or vacuum, TRAHC will vacuum and reset the space. Of course, anything that personally belongs to you should also be removed if possible. TRAHC cannot be held responsible for misplacement, loss or theft of unsecured items. Rental items are generally kept in a hold area and picked up on the first business day after the event, unless you make other arrangements. Basically, if it is icky, sticky, and/or smelly, get it out and we will be happy with you!

**Q: Do you provide catering?**

A: No, but we do have a list of several area caterers, many of whom have worked in our building many times through the years. Your rental includes use of the kitchen and workroom. We do need to visit about what's on the menu, to make sure our sensitive building's best interests are understood from the start.

**Q: Do we have to be out of the building by midnight?**

A: Yes. However, you may arrange for extended hours after midnight for an extra fee set at \$100 hour, but this must be done in advance, be included in your contract and paid in full along with the other fees. **[Unscheduled time will be billed to you at \$150]. WE WILL BILL THESE HOURS TO YOU AND THEY MUST BE PAID THAT EVENING! SERIOUSLY!**

**Q: Are we required to have a dance floor for dancing?**

A: No, you may dance on the carpet. TRAHC does not currently offer a modular dance floor for rentals, so you will have to rent it if you prefer to use one and the rental agency is responsible for bringing it, setting up, taking down and picking up. Remember also, with a modular dance floor you lose table space.

**Q: Can we have a DJ or a band?**

A: Yes. We have a **90-db limit** for continuous sound, but generally this works quite well for most DJs and bands, and, frankly, is plenty loud enough for the space. Keep in mind, the larger the band, the more equipment they use, the smaller your audience space will be. There's only so much room in our hall!

**Q: Can we use the piano?**

A: Yes. Our beautiful baby grand lives in the Cabe Hall, and it may be played. If not being played, the cover must remain on the piano. We have the piano tuned twice each year, so it should be adequate for anyone. If you determine to have it tuned just for you, you will be responsible for that expense. NOTE: our piano LIVES in the room. We will move it for you at your request, but we cannot/will not move it OUT of the room! Please let us know in advance (during business hours) if it will need to be moved. **RENTERS MUST NOT MOVE IT THEMSELVES! Moving the piano buckles the carpet and puts undue stress on the piano legs. We will assess and bill back a penalty of \$150. SERIOUSLY! Don't move it. Come find us prior to the event, ask and it shall be done!**

***Q: When do I have to have everything paid?***

A: Your Security Deposit is paid right up front to get you started and get your date booked on the TRAHC Calendar. If you plan to serve alcohol, that \$300 additional deposit, the rental fee, plus any other charges must be paid at least two weeks prior to the event date when the contract is signed.

***Q: Can we set up some things the day before?***

A: IF there are no TRAHC events or other uses that would be affected, we will allow you time to set up during those open hours between 10 am and 4 pm on the day prior to your event for no extra fee. This is a courtesy and is for SET UP ONLY, not for bridal showers or rehearsal dinners, or any such use. If you would like to hold your rehearsal here, you must arrange for that in advance! There will be an additional fee, as we must cover extra staffing and out of pocket costs of this extra time.

***Q: Can I have my bridal portraits made here?***

A: Of course! Even if you are not renting our lovely Regional Arts Center, it makes a perfect backdrop for bridal photos. You need to set up an appointment so that we can make sure we have time and space just for you. The fee is included if you are renting. If you are not renting our space for your event, there is a small fee of \$75 which is payable at the time of your session.