

Rental Information, Policies and Procedures

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Table of Contents

Rental Policies	3
Rental Rates	3
Capacity	4
Cancellations	4
Insurance	
Events Past Midnight	4
Equipment	
Venue Conduct	6
Decorations	
Safety	6
Parking	7
Alcohol	7
CAC Providers	8
Floor Plan	10
Application for Use	11
Renter Agreement	11

Rental Policies

- All venue rentals are subject to availability of the facility and resources needed to host the event.
- A deposit of half the rental rate is due to secure an event date. The remaining balance is due 30 days prior to the event date.
- Rental period is from arrival to departure, and rented time must include setup and breakdown. The renter will be charged for additional hours, including breakdown.
- The CAC only books one wedding per day.
- The University of Alabama and Arts Council Galleries are not part of the rental space and must remain closed during all events no exceptions.

Rental Rates

	Rate	Period	Recommended Time Allocation	Additional Hours	
Wedding Reception	\$1,750	8 hours	3 hour setup 4 hour event 1 hour breakdown		
Wedding Rehearsal Dinner	\$1,450	6 hours	2 hour setup 3 hour event 1 hour breakdown	\$200 per hour	
Private Event or Meeting	\$1,050	4 hours	1 hour setup 2 hour event 1 hour breakdown		
Performance in Black Box Theatre (This rate does not include food or use of the catering kitchen.)	\$750	4 hours	1 hour setup 2 hour event 1 hour breakdown	\$150 per hour	

Rental rates are subject to change.

Capacity

Receptions

- 150 guests can be seated comfortably at tables
- 200+ guests requires some guests mingling, without a seat for each guest
- 250+ guests requires most guests mingling
- 300 guests is the maximum capacity and requires very limited tables and chairs with all guests mingling

Performances in Black Box Theatre

- Seats up to 150 guests in the Grand Hall with a view of the Black Box Theatre
- Seats up to 250 people with seating in both the Grand Hall and the Black Box Theatre

Cancellations

In the event of a cancellation at least 60 days prior to the event date, the renter will receive a refund of 75% of their deposit. The remaining 25% will be retained by the Arts Council as an administrative fee.

No refund will be awarded in the event of a cancellation less than 60 days prior to the event date. In the event of such a cancellation, the renter will also be responsible for any extra expenses incurred by the Arts Council exceeding the retained fee.

Insurance

One-million-dollar liability insurance may be required for events at the discretion of the Arts Council. Large capacity events may also require (at the discretion of the Arts Council) a \$1,000 money order damage deposit. This deposit will be returned if, upon inspection, the venue has incurred no damage.

Events Past Midnight

Events past midnight are subject to approval by the CAC Rental Coordinator. If you wish to request an event past midnight, you must provide two references from prior rentals.

If approved, an event past midnight requires the following:

- A \$100 fee for each hour past midnight the space is rented (in addition to the rental rate)
- One-million-dollar liability insurance
- A \$1,000 money order damage deposit. This deposit will be returned if, upon inspection, the venue has incurred no damage.

Equipment

Equipment Policies

- Tables and chairs are included in all rental rates.
- Setup and breakdown of tables and chairs are not provided by the venue. It is the renter's responsibility to arrange setup and breakdown.
- Linens are not provided by the venue.
- If you wish to rent items and have them delivered to the CAC, Special Events is the only approved provider. You or your vendors are free to provide other items during the rental period. For more information about Special Events, visit the "CAC Providers" section.
- Lighting is adequate for the venue but limited. Outside lighting can be brought in, but overhead lighting cannot be changed.
- Garbage receptacles are located throughout the venue and included in all rental rates.
- No audio/visual equipment is available for rent at this time. A screen is available upon request.

Tables

- (25) Round tables, 48" (seat 6-7 guests) linen size to the floor is 108"
- (5) Rectangular tables, 72" (6 foot tables) linen size to the floor is 90" x 132"
- (5) Rectangular tables, 96" (8 foot tables) linen size to the floor is 90" x 156"
- (6) Pub/Bistro tables, 30" round top, 42" height linen size to the floor is 120"

Chairs

• (250) Black padded folding chairs

Lighting

 Black Box Theatre and Grand Hall feature round fluorescent light fixtures that can be set to full or half. There is no dimmer.

Catering Kitchen- prep only, no cooking on-site

- Ice machine
- Industrial sink
- Two hot box proofers/heated cabinets
- One refrigerator
- One freezer

Venue Conduct

- No smoking in the venue or in front of its entrances.
- No alcoholic beverages of any kind are allowed outside the venue.
- Recording and flash photography are prohibited during performances.
- Please dispose of garbage in one of the receptacles located throughout the venue.
- No gum is allowed in the venue.
- Do not leave children unattended.
- You must be 21+ to drink we check IDs.
- Treat the historic venue with respect.

Decorations

Decoration Policies

- No scotch tape may be used on any surface in the venue.
- Painter's tape or masking tape may be used, but not on painted surfaces.
- No nailing or putting holes in any surface in the venue.
- No painting or spray painting in the venue or on the sidewalk outside the venue.
- No lights or decorations can be hung from any ceiling in the venue.
- No glitter or confetti may be used inside or outside the venue. No bubbles may be used in the venue.
- An Arts Council staff member can take down art on the interior rotating walls during the rental period, but not in advance. The hanging of renter art or decorations on the walls must be approved in advance by the CAC Rental Coordinator.
- All decorations must be approved 30 days in advance by the CAC Rental Coordinator.

Bride and Groom Getaway Policies

- Getaway items must be approved in advance by the CAC Rental Coordinator.
 If the renter intends to use sparklers, they must provide a container with sand to dispose of spent sparklers.
- Thrown items must be approved by the City of Tuscaloosa. Please call 3-1-1.
- Prohibited getaway items: rice, birdseed, popcorn, glitter, confetti.

Safety

The renter will comply with all laws, orders, rules, fire codes, and regulations of federal, state, county, and municipal authorities. The renter will also comply with all policies and procedures for the use of the Cultural Arts Center as set out by the Arts Council.

Security Policy

- Security is required at any event at which alcohol is served.
- Additional security may be required at an event at the discretion of the CAC Rental Coordinator.

Open Flame Policy

- Use of candles in the venue must be approved in advance by the CAC Rental Coordinator.
- Candles must be in glass containers and away from curtains in the Black Box Theatre.
- Unity candles for weddings are approved. Flameless, battery-powered candles are preferred.

Parking

Free parking is available in the parking garage one block away on 7th Street. There is no designated parking for renters of the CAC.

Alcohol

Casual Class Catering holds the state ABC Alcohol Retail License for the CAC, and therefore is the sole provider of alcohol at the CAC. All alcohol must be purchased and distributed by Casual Class Catering. According to state law, no alcohol may be sold, dispersed or brought on the property unless it is provided by Casual Class Catering. There are no exceptions to this policy, and it will be strictly enforced.

Alcohol at the CAC: Frequently Asked Questions

- Q: If we are having an open bar, does alcohol still have to be provided by Casual Class Catering?
- A: Yes. Whether the bar is cash or open, alcohol must be purchased and distributed by Casual Class Catering.
- Q: Can the bride and groom bring alcohol for the wedding party while they are getting ready?
- A: No. Absolutely no alcohol can be brought on the property unless purchased and distributed by Casual Class Catering.
- Q: Can we provide our own champagne for a toast?
- A: No. All alcohol of any kind whether beer, wine, liquor, or champagne, etc. must be purchased and provided by Casual Class Catering.
- Q: Can we hire our own bartenders?
- A: No. Bartenders must be provided by Casual Class Catering; theirs is the only staff approved to serve alcohol at the CAC, whether the bar is cash or open.

Q: Can my friend bring a flask or their own bottles of alcohol to the wedding or event?

A: No.

Q: Can I give away small bottles of alcohol as favors to my wedding guests or event attendees?

A: No.

CAC Providers

Alcohol

Casual Class Catering Contact: Lauren Shoemaker

E-mail: casualclasscatering@gmail.com

Office Phone: (205) 248-8386

Casual Class Catering is the sole provider of alcohol at the CAC. No alcohol
may be sold, dispersed or brought on the property unless it is provided by
Casual Class Catering.

Security

Casual Class Catering (see contact information above)

 Casual Class Catering will arrange security for events at which alcohol is served, as security is required for such events.

Event Operations Group

Website: eventoperationsgroup.com

Office Phone: (205) 685-4960

 Security may be required for large events without alcohol at the discretion of the CAC Rental Coordinator.

Event Rentals

Special Events – A Gameday Tents Company

Contact: Janie Boswell

E-mail: janie@specialeventsal.com Office Phone: (205) 469-0105

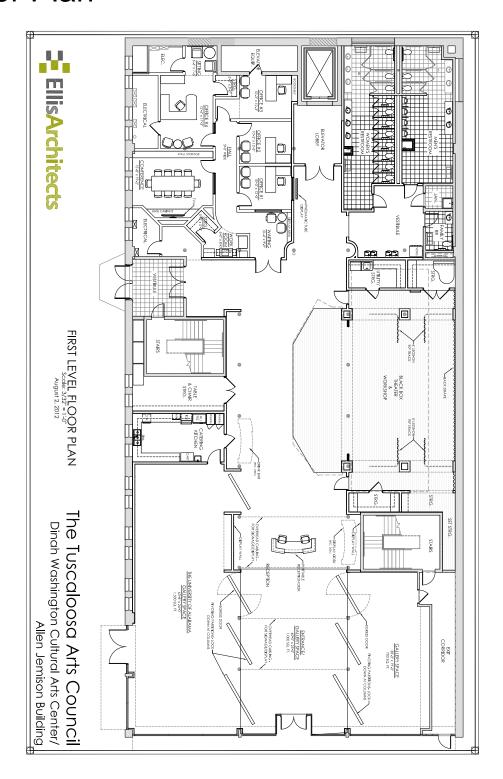
Catering

All food must be prepared by restaurants or licensed catering companies approved to cater at the CAC. They can be found on the following list:

- A Cutting Edge Caterers
- A Tasty Treat
- A Tavola
- Chuck's Fish
- · Crimson Catering
- Cypress Inn
- Dickey's Barbecue Pit
- FIVE
- Full Moon BBQ
- Heritage House Coffee & Tea
- Hotel Capstone
- Jim 'N Nick's BBQ
- Moe's Original BBQ
- One Stop Weddings
- Robertson's BBQ
- Savory Solutions Catering
- Snap Decisions Catering
- Southern Ale House
- Southern Food Management
- Steamers on the Strip
- Taziki's Mediterranean Café
- The Levee Bar & Grill

^{*}Restaurants and licensed catering companies not mentioned above must take part in an application process in order to be approved to cater at the CAC.

Floor Plan



Application for Use

Name:								
Organization (if application	able):							
Address:								
City:	State:		Zip:					
Phone Number:	E-mail Add	lress:	•					
Requested Date(s) of U	Requested Date(s) of Use:							
		event (includi	na number o	of auests):				
Please provide a detailed description of the event (including number of guests):								
If you wish to request an event past midnight, please provide two references and their contact information in the space below:								
1.								
2.								
Renter Agreement								
I have read the Cultural Arts Center Rental Information, Policies and Procedures as stated in the preceding pages, understand my responsibility and agree to the conditions set forth in this document.								
Applicant Signature:				Date:				
Arts Council Represen	tative Signature:			Date:				
I have read the policies, procedures and frequently asked questions regarding alcohol in the Cultural Arts Center and agree to the conditions set forth in this document.								
Applicant Signature:	and agree to the con	andonio oct 101	ar iii alis ao	Date:				
Applicant Signature.				Dale.				