

CULTURAL ARTS CENTER

Event Rental Information

620 Greensboro Avenue
Tuscaloosa, AL 35401

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Effective August 2020

Brought to you by
THE ARTS COUNCIL

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Rental Rates

- All venue rentals are subject to availability of the facility and resources needed to host the event. Priority is given to cultural and artistic events, and activities that contribute to the advancement of information and education to the public and participants.
- The Arts Council observes annual blackout dates during late December – January.
- A non-refundable retainer of 50% of the rental rate is due towards your balance to secure an event date. The remaining balance is due 30 days prior to the event date. Payments can be paid via *check payable to the Arts Council* or cash.
- Rental period is from arrival to departure including complete setup and breakdown.
- **The University of Alabama and Arts Council Galleries are not part of the rental space and must remain closed during all events – no exceptions.**

	Rate	Period	Recommended Time Allocation	Additional Hours
DWCAC Day Use Rental (Monday – Thursday) *Pricing does not include required event liability insurance and security.	\$750	4 hours	1 hour setup 2 hour event 1 hour breakdown	\$150 per hour
DWCAC Weekend Rental (Friday – Sunday) *Pricing does not include required event liability insurance and security.	\$1,250	6 hours	2 hour setup 3 hour event 1 hour breakdown	
Events Past Midnight Events past midnight are subject to approval by the CAC Manager.				

Estimated costs of required event liability insurance and security are discussed further in the event rental information packet. For additional resources, please contact the CAC Manager.

On-Site Equipment

Tables (Linens are not included – sizes are listed for reference)

- (25) Round tables, 48" (seats 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

Audio Visual Equipment

- No audio/visual or projector equipment is available for rent. A screen is available upon request.
- Black Box Theatre and Grand Hall feature round fluorescent light fixtures that can be set to full or half. There is no dimmer.
- Lighting is adequate for the venue but limited with no dimmer system. Supplemental lighting can be brought in and free standing lighting is approved. Any lighting brought in to be hung on the rigging lines must be approved in advance and installed by an insured lighting and sound provider.
- Marque lights will not be turned on during rain or windy weather.

Capacity

We are required to follow any ordinances issued on a federal, state, and local level. Renter is responsible for monitoring head count during event. RSVP events are required as this allows for easy tracking/logging of attendees and maintaining capacity requirements.

Current Capacity for the DWCAC for private events at 25%:

- 62 guests is the max capacity and requires guests mingling with tables and chairs available with room for catering set up and other tables. This is a result of the guidelines in place for entertainment venues by the State of Alabama and the local government.

For the purpose of future plans pending guidelines:

Capacity for the DWCAC for private events at 50%:

- 125 guests is the max and requires guests mingling with tables and chairs available with room for catering set up and other tables.

Without COVID-19 guidelines, our capacity for the space is 250 with some guests mingling seen with a mixture of seating, cocktail tables, and other options.

General Conduct & Equipment Policies

- Use of tables and chairs is included in all rental rates. Setup of tables and chairs are NOT provided by the venue within the current rental rate. It is the renter's responsibility to arrange setup and the removal of all décor items within rental time period. All items must be returned to their original location prior to rental time with the exception of tables and chairs as all items must be sanitized by our team post-event.
 - Optional set up fee available for clients. Pricing will be evaluated based on renter set up requirements. Renter must notify CAC Manager no later than 60 days prior to the event. Subject to availability.
- Garbage receptacles are located throughout the venue and included in all rental rates. Clean up and trash disposal are included in the rate. Clients who utilize cardboard boxes and other shipping parcels for packaging of items must arrange disposal or recycling of all boxes through outside source.
- At no time should the client and vendors be permitted to handle or use CAC equipment without the permission of the Manager on duty. Please always treat the venue with respect.
- Smoking is NOT permitted inside the venue or within 30 feet of all entrances and exits. *This includes e-cigarettes, vapes, and similar products.*
- Recording and flash photography are prohibited during performances.
- No gum is allowed in the venue.
- All children must be attended at all times.
- The Arts Council is not responsible for any items left unattended within the venue. Lost and found items will remain in the venue (if found) for a consecutive 5 business day period. Items must be recovered within that time and picked up by owner.
- Animals are allowed or prohibited in all areas, except dogs assisting persons with disabilities.

Decorations

Each client is required to submit decoration plans for approval no later than 60 days prior to event.

- No helium balloons may be used inside the venue.
- 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 for removal during the rental period, but only in advance. The hanging of renter art or decorations on the walls must be approved in advance by the CAC Manager.
- Linens and other décor accents are not provided by the venue.

Getaways

- Getaway items must be approved in advance by the CAC Manager. If the renter intends to use sparklers, they must provide a container with sand to dispose of spent sparklers.
- Prohibited getaway items: rice, birdseed, popcorn, glitter, confetti, and other non bio-degradable items.

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.

Egress, Ingress, and Thoroughfares

- All modes of egress and ingress including signage must be kept clear and free of drapery and other décor accents at all times.

First Aid Policy

- Renter is responsible for supplying a first aid kit for the event.
- The Arts Council is not responsible for ambulance, doctor or hospital expenses.

Fire Safety Policy

- Use of candles in the venue must be approved in advance by the CAC Manager.
- Candles must be in glass containers at least 6 inches in the vase.
- No candles are allowed in the Black Box Theatre. Avoid curtains.
- Unity candles for weddings are approved. Flameless, battery-powered candles are preferred.
- Fire extinguishers, sprinklers, fire hose cabinets, & fire alarms may not be covered or blocked at any time.

Security Policy

- The Venue Manager will arrange security for all events. Security personnel rate is \$30/hour for a 3 hour min and must include event time and breakdown time.
- Additional security may be required at an event at the discretion of the CAC Manager.

Objectionable Patrons

- Cultural Arts Center Management reserves the right to remove anyone who is objectionable or unruly from the premises.

Parking

Free parking is available in the parking garage one block away on 7th Street in the parking deck. There is no designated parking for renters. Renters must receive prior approval by the City through the CAC Manager to reserve parking spots for vendors only on 7th street. Please do not provide/bring cones to block Greensboro Avenue as this will result in fines billable to the renter.

Cancellations

The renter must fully understand that by reserving the space, other renters are not able to; therefore, the Arts Council will likely miss all other opportunities to replace the rental. In the event of a cancellation for any reason, the client will be given the option to reschedule their event beginning 14 business days from the original event date in writing pending calendar and staffing availability. Cancellations must be made known in writing no later than 30 days prior to the event. In cases where 30 days is not given, the renter will assume a 25% administrative fee due within 30 days of the cancellation notice. Rescheduling opportunities are made available up to 2 times, without fee, within a calendar year.

Required Event Insurance

The Arts Council requires that all non-member organizations submit a certificate of liability insurance. It is required that the COLI list a minimum of \$2 million annual general aggregate and \$1 million per occurrence. The COLI must be submitted no later than 60 days prior to the event.

Catering

All food must be prepared by restaurants or licensed catering companies approved to cater at the CAC. Caterer documentation must be on file and approved no later than 60 days prior to the event. For access to the current list of caterers who have up to date information on file, please contact the Venue Manager.

General Rules:

- No food can be brought in that is “home-prepared.”
- No drop off services will be permitted.
- It is the responsibility of the client to secure and arrange full catering services.
- The catering services bill will be separate from the CAC venue rental and will be billed directly with the renter.
- The catering policy does not include candy stations, milestone cakes, and other sweets. Therefore, caterers and sweet providers are not required to provide documentation for those items.
- Face coverings and gloves are required for staff of all catering providers.

Catering Prep Kitchen

A catering prep kitchen is included in your rental to assist your licensed caterer with providing food and beverage services. No cooking can be conducted on-site.

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

Alcohol

Casual Class Bar Services 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 Bar Services. According to state law, no alcohol may be sold, dispersed or brought on the property unless it is provided by Casual Class Bar Services. There are no exceptions to this policy, and it will be strictly enforced. All persons must be 21+ years old to receive alcoholic beverages.

No alcoholic beverages of any kind are allowed outside the venue unless downtown entertainment district guidelines are being followed.

**Clients must secure the contract with Casual Class Bar Services
no later than 60 days prior to the event.**

**The contract is between Casual Class Bar Services and renter.
The renter will be billed outside of your venue rental.**

Frequently Asked Questions: Alcohol at the CAC

Q: If we are having an open bar, does alcohol still have to be provided by Casual Class Bar Services?

A: Yes. Whether the bar is cash or open/host, alcohol must be purchased and distributed by Casual Class Bar Services.

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 Bar Services.

Q: Can we provide our own champagne for a toast or for centerpieces/décor accents?

A: No. All alcohol of any kind – whether beer, wine, liquor, or champagne, etc. – must be purchased and provided by Casual Class Bar Services.

Q: Can we hire our own bartenders?

A: No. Bartenders must be provided by Casual Class Bar Services. These individuals are 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.

Q: Can my organization auction alcohol for our fundraiser even if it will not be Opened at the event?

A: No.

CAC Providers

Alcohol

Casual Class Bar Services 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 Bar Services. All ABC Alcohol Retail Licensing guidelines and regulations will be followed.

Casual Class Bar Service

Contact: Lauren Shoemaker

E-mail: casualclasscatering@gmail.com

Office Phone: (205) 248-8386

www.casualclassbarservices.com/

Security

2 security personnel are required for all events as well as any event deemed necessary by the Venue Manager or Arts Council staff. Billing for security is not included in rental rate.

Rate for security personnel is \$30/hour with a 3-hour minimum required.

Additional officers may be acquired by contacting the Venue Manager no later than 60 days prior. Payment submitted to Venue Manager must be payable to "Integrity Event Security."