CULTURAL ARTS CENTER

Rental Information, Policies and Procedures

620 Greensboro Avenue, Tuscaloosa, AL 35401
cac.tuscarts.org

Brought to you by
THE ARTS COUNCIL

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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 schedules 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 *liability insurance and damage deposit required	$1,750	8 hours	3 hour setup 4 hour event 1 hour breakdown	$200 per hour
Wedding Rehearsal Dinner *liability insurance and damage deposit required	$1,450	6 hours	2 hour setup 3 hour event 1 hour breakdown	
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 having 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/Private Events

- 150 guests can be seated comfortably at tables with room for a buffet and dance floor
- 175+ guests requires some guests mingling, without a seat for each guest
- 250 guests is the maximum capacity and requires most guests mingling with limited tables and chairs
- Renter is responsible for monitoring head count during event, RSVP events are preferred

Performances: in either the Black Box Theatre or creating a performance area at the back of the Grand Hall in front of the office area

- Seats up to 100 guests in the Grand Hall with a view of the Black Box Theatre
- Up to 150 guests can be seated in the Grand Hall with a view of a performance area in front of the offices
- 50 additional guests could be seated in the Black Box facing the office area

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. **All rehearsal dinners, wedding ceremonies and receptions require insurance and deposit- no exceptions.**

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 $200 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 with no dimmer system. Outside lighting can be brought in, free standing lighting is approved. Any lighting brought in to be hung on the rigging lines must be approved in advance and provided by an insured lighting and sound provider.
- Garbage receptacles are located throughout the venue and included in all rental rates.
- No audio/visual or projector equipment is available for rent. A screen is available upon request.

Tables

- (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

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/host, 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.

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 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

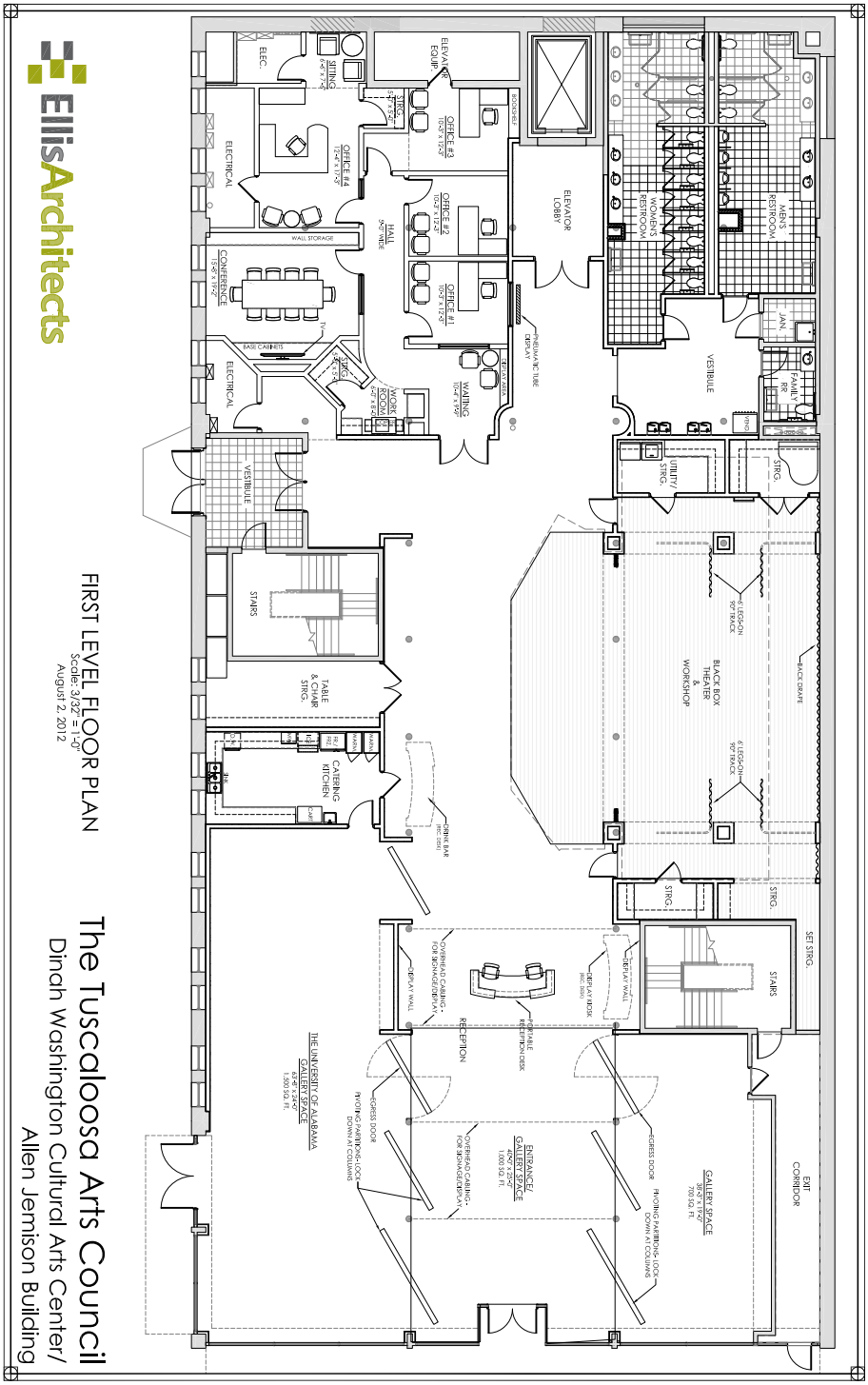
Catering

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:

- Athena's Bakery & Boutique
- 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
- Northport Fish & Things
- One Stop Weddings
- R. Davidson Chophouse
- Robertson's BBQ
- Savory Solutions Catering
- Sitar
- Snap Decisions Catering
- Southern Ale House
- Southern Foodservice Management
- Steamers on the Strip
- Taziki's Mediterranean Café
- Urban Cookhouse

*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


EllisArchitects
FIRST LEVEL FLOOR PLAN
Scale: 3/32" = 1'-0"
August 2, 2012
The Tuscaloosa Arts Council
Dinah Washington Cultural Arts Center/
Allen Jemison Building
MEN'S RESTROOM
WOMEN'S RESTROOM
ELEVATOR LOBBY
VESTIBULE
JAN.
FAMILY RR
STRG.
UTILITY STRG.
BLACK BOX THEATER WORKSHOP
BLACK DRAPE
SET STRG.
STAIRS
EXIT CORRIDOR
GALLERY SPACE
GALLERY SPACE
ENTRANCE/ GALLERY SPACE
RECEPTION
THE UNIVERSITY OF ALABAMA GALLERY SPACE
DINNER BAR
CATERING KITCHEN
TABLE & CHAIR STRG.
VESTIBULE
ELECTRICAL
CONFERENCE
WALL STORAGE
BASE CABINETS
WORK ROOM
WAITING
HALL
OFFICE #1
OFFICE #2
OFFICE #3
OFFICE #4
ELEVATOR EQUIP.
SITTING
ELEC.
PNEUMATIC TUBE DISPLAY
DISPLAY WALL
DISPLAY WALL
DISPLAY WALL
PORTABLE RECEPTION DESK
OVERHEAD CABINETS FOR SIGNAGE/DISPLAY
OVERHEAD CABINETS FOR SIGNAGE/DISPLAY
EGRESS DOOR
PIVOTING PARTITIONS LOCK DOWN AT COLUMNS
EGRESS DOOR
PIVOTING PARTITIONS LOCK DOWN AT COLUMNS

Application for Use

Name:		
Organization (if applicable):		
Address:		
City:	State:	Zip:
Phone Number:	E-mail Address:	
Requested Date(s) of Use:		
Please provide a detailed description of the event (including number of guests, whether or not you plan to provide alcohol and list of vendors):		

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 Representative 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:	Date: