

Cary Arts Center

Room Rental Guide

101 Dry Avenue in downtown Cary • (919) 469-4069

www.townofcary.org



The Cary Arts Center is a 48,000 square foot facility dedicated to the visual and performing arts. The arts center features a 393-seat, fully-functioning theatre, eight multi-purpose programming rooms, dedicated gallery space, large multi-room clay studio, and production labs. The center is home to the town's Marvelous Music Series and Applause!

Cary Youth Theatre and provides programming space for the town's extensive visual and craft arts programs. The center provides a public rental program that includes the theatre and select rooms and spaces, noted on the next page.

We hope you will find this guide helpful!

General Information:

Public Hours:

Mon-Thur: 9 a.m.-10 p.m.

Fri-Sat: 9 a.m.-11 p.m.

Sun: 1-6 p.m. (June, July & August: closed on Sundays)

- Room Rental applications are accepted in person or over the phone Monday through Friday from 10 a.m.-8:30 p.m. Please call (919) 469-4069 and ask for Gail Lehning, Patty Kelley or Connie DiGrazia. The Town accepts Visa, Master Card, Checks and Cash for rental payments.
- Room reservations for Sun-Thur are accepted from Cary residents no more than three months in advance, non-residents two months in advance.
- Room reservations for Fri and Sat are accepted from Cary residents no more than six months in advance, non-residents five months in advance for rentals.
- Town of Cary residents receive discounted rental rates.
- Cary-based Cultural Organizations receive discounted rates. We have a separate Room Rental Guide reflecting these rates. If you are a Cary-based Cultural Organization, be sure to ask for your room rental guide.
- Cary-based (non-cultural) nonprofits receive 10% off the Cary Resident room & theatre rates M-F, 9am-4pm.
- Rentals include the use of tables and chairs.
- The Cary Arts Center is equipped with a 393-fixed-seating, historic auditorium. For more information on pricing and when this space is available to reserve, please pick up our Theatre Rental Guide which is available at the arts center or via email upon request.



Principal's Hall



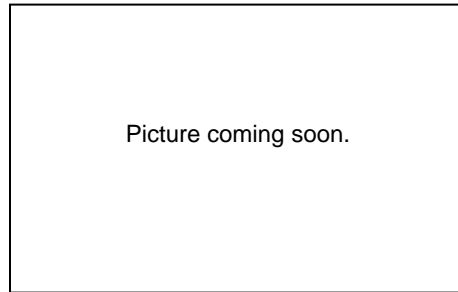
Marcus Dry Room



Studio M10



Conference Room



Catering Prep

Cary Arts Center	Square Footage	Theater Style (chairs only) Seating Capacity	Classroom Style Seating Capacity	Cary Resident	Non Resident
Principal's Hall (50 People maximum capacity)	635sf	TBD	TBD	\$55/hr	\$83/hr
Marcus Dry Room (131 People maximum capacity)	1308sf	TBD	TBD	\$99/hr	\$149/hr
Studio M10 (50 People maximum capacity)	987sf	TBD	TBD	\$49/hr	\$74/hr
Conference Room (25 People maximum capacity)	348sf	TBD	TBD	\$25/hr	\$38/hr
Catering Prep	289sf	N/A	N/A	\$25/hr	\$38/hr

NOTES:

- All room rentals require a **2-hour minimum** to rent and a refundable damage deposit.
- An additional Charge of **\$25/hr** will be added to your fee if your rental falls outside of normal operating hours.
- Please pick up a copy of our **Theatre Rental Guide** for theatre rental rates.

Payment & Cancellation Information

Damage Deposit

A refundable, damage deposit—25% of rental total or a minimum charge of \$100—is due at the time you make your reservation. If you are serving alcohol, the minimum charge is \$150, in addition to a nonrefundable \$50 alcohol application fee.

Final Payment

Final payment is due no later than 30 days prior to your rental date.

Rental Cancellation & Amendment Policy

- Cancellations may be initiated by the party *up to thirty (30) days prior to scheduled use* without liability.
- Cancellations made *within thirty (30) days of the scheduled use* will result in forfeiture the damage deposit. Changing the rental date within thirty (30) days of the reserved date is processed as a cancellation.
- No cancellations will be accepted *within five (5) working days of the scheduled usage*. A renter making a cancellation within five (5) working days of usage will be liable for payment of all rental fees and other charges in full.
- Any rentals or rental amendments outside the normal operating hours must be scheduled no less than seven (7) working days (M-F) prior to the rental date.
- All cancellation notices must be submitted in writing to the Performing Arts/Operations Coordinator (email is acceptable).

Equipment Information

Principal's Hall is equipped with chairs and folding tables

Marcus Dry Room is equipped with stackable chairs, rectangle tables and round tables

Studio M10 is equipped with chairs and tables

Conference Room is equipped with 16-20 chairs and 1 large conference table

Catering Prep is equipped with a microwave, refrigerator (commercial grade), warming oven, ice maker, and coffee maker

Please make sure to request the following at least one month in advance of your rental date.

TV/VCR/DVD: \$10/use

Piano Tuning: \$100

Tech assistants: \$20/hr

Additional Information

- Renter must adhere to maximum capacity.
- Rentals require one adult per ten persons under the age of 18.
- The main contact completing the reservation application is expected to be in attendance on the rental date. The main contact will be asked to sign in at arrival and sign out when leaving for verification.
- Staff may enter your room to check on your needs. Please let our staff know what is needed.
- The service of food and beverage must be pre-approved prior to the completion of this contract. No Outside Food or Beverages are allowed within the Facility. Renter must purchase all food and beverages from the Cary Arts Center Concessionaire. Any exceptions to this policy should be approved by the Arts Center Supervisor and Concessionaire.
- A complete list of subcontracted vendors (i.e. florist, musicians, rental company, etc.), including contact names and numbers, should be provided to the Performing Arts/Operations Coordinator at least two weeks in advance of the event date.
- Upon availability, the Catering Prep can be used to get ice and water without renting the room. Inquire at time of reservation!
- The Catering Prep is to be used for heating and cooling of food only, no cooking. Caterers are allowed only during the reserved time.
- Chair and table set up and clean up is the responsibility of the renter and is part of your rental time. When making your reservation, please take this into account.
- Any Audio-Visual requests must be in writing and receive staff approval at least one month prior to rental. (Note: There is a \$10/use fee.)
- Renters shall return any Town owned equipment to its designated place within the facility.
- Persons or groups using the facility shall be responsible for the breakage, loss or damage to the facility and equipment and shall bear the replacement cost for such breakage, loss or damage.
- Renter is responsible for bagging and taking all trash outside and placing it in the dumpster. For events requiring multiple days, this shall be done at the end of each performance/day. The renter will be charged, if extra cleaning is required after use of the facility.
- Smoking is only allowed in designated areas outside the facility.
- The following shall be prohibited within or on the facility premises: 1) all illegal drugs or controlled substances, 2) weapons of all kinds except for Law Enforcement Officers in the execution of their duties or during Town of Cary approved public demonstrations, 3) animals of any kinds with the exception of service animals as defined by ADA, 4) use of profanity, profane gestures and any unruly behavior detrimental to the normal operation of the facility or the safety of the public and employees, 5) and/or any other action deemed necessary by the Town of Cary, or its designee, to protect the health and welfare of the public, employees or the facility.
- If the Facility Supervisor determines that police security is required, the user will cover the expense of security.
- Hanging signs on the outside of Premises is not permitted.
- All décor and signs must be freestanding; taping or tacking signs on walls, floors or exhibitions are not permitted.
- Helium balloons, confetti, rice, glitter, and birdseed are not permitted.
- Live plants and trees are not permitted inside the CAC. Cut flower arrangements, silk greenery and silk plants are permitted.
- Candles must be drip-less, smoke-less and be contained in proper containers.
- Smoke effects, fog machines, explosives or pyrotechnics are not permitted without permission from the Arts Center Supervisor and Fire Marshal.