

Cary Senior Center Rental Information

120 Maury O'Dell Place

(919) 469-4081

Effective February 2017

- Cary residents may reserve the center 6 months in advance for Friday and Saturday rentals and non-residents may reserve the center 5 months in advance for Friday and Saturday rentals and facility may be rented until 1a.m.
- Cary residents may reserve the center 3 months in advance for Sunday – Thursday rentals and non-residents may reserve the center 2 months in advance for Sunday-Thursday rentals, and facility may be rented until 10p.m.
- Applications are accepted Monday-Friday 9a.m.-6p.m. at the Senior Center.
- All rentals require a 2 hour minimum booking.

Room	Cost per hour Cary Residents	Cost per hour NON Cary Residents	Room Size	Tables (meal set up)	Chairs ONLY	Other info:
Entire Ballroom PLUS Courtyard & Gazebo	\$99	\$149	3,390 sq. feet	30 6 x3 ft tables	Est 300 (chairs only)	est. 200 seated at tables Vinyl tile floor
Ballroom II 2/3 the ballroom	\$69	\$104	1,950 sq. feet	15 6 x3 ft tables	150 (chairs only)	est. 70 people seated at tables
Ballroom I 1/3 the ballroom	\$54	\$81	1,440 sq. feet	10 6 x3 ft tables	100 (chairs only)	est. 50 people seated at tables
Kitchen*	\$29	\$44	N/A	N/A	N/A	For catering only <small>*Rented with entire ballroom OR ballroom II for entire rental time ONLY</small>
Conference Room	\$20	\$30	222 sq. feet	3-4	12	Carpeted
Courtyard, Patio and Gazebo*	\$15	\$23	*Included for FREE with entire ballroom rental OR only available with the rental of Ballroom II.			Lawn and gardens
Classroom 302	\$44	\$66	29 ft x 29 ft	Seats up to 35 at tables.*	N/A *tables cannot be removed	*For meetings only, NO FOOD allowed!
Stage <i>Stage is rented only with entire ballroom.</i>	\$100 fee per set up use	same	Sections are 6'x8' (4 total)	Renter should indicate location of stage to be set up on room map provided to you at rental. Once stage is set up, it cannot be moved!		
Coffee Urn	\$25 (per use)	same	42 cup coffee maker	The machine and water is provided, you bring all the coffee and other supplies.		
40ft Pipe & Drape	\$300 (per use)	same				

- Cary based non-profit groups (weekdays, 8a.m.-2p.m.) 50% discount
- Damage Deposit is payable at time of reservation: 25% of the rental total or \$100 (\$300 for Rentals that Serve Beer/Wine), whichever is greater. *Alcohol only allowed with entire ballroom rental.*
With permitted beer and wine service, a nonrefundable \$50 application fee is due at time of reservation
- Beyond normal operating hours: \$25 per hour additional fee**
- Kitchen rental can begin at anytime but must end at the time the rental ends, not earlier.
- No food is allowed to be served in the carpeted hallway.

*****Please turn over for other policies and additional information*****

Cary Senior Center Hours of Operation:**

Monday-Thursday 9 a.m.-9 p.m.

Friday & Saturday 9 a.m.-6 p.m.

Closed on Sundays

Beer & Wine Policy:

Renters must submit an "Application for Service of Beer and Wine" which must be approved by facility staff, and pay all applicable fees as outlined. Possession and consumption of beer and wine in connection with facility rentals by rental users must be limited to the room or rooms that have been rented by that user. Rental users shall comply with all regulations of the NC Alcohol Beverage Control Commission. The renter is required to provide proof of host liquor liability insurance coverage. Individual citizens renting can provide a copy of a standard homeowner's policy (the declaration page for general liability). Businesses renting can provide a copy of standard business liability coverage. In the case of a caterer providing this insurance coverage, the caterer must also provide general liability coverage naming the Town of Cary as additional insured. There is a \$50 additional application fee to serve beer & wine. Additional police security may be required at the rental user's expense. Such need will be at the discretion of the Facility Supervisor. **After dark, no alcohol in the courtyard please.**

Cancellation Policy

The department reserves the right to make cancellations at any time. Cancellations will be issued as far in advance as possible. All reservations/damage deposits and usage fees will be returned in full if the Department initiates cancellation.

Cancellation may be initiated by the party making reservations up to thirty (30) days prior to schedule use without liability. All cancellation notices must be submitted in writing to facility supervisor. Cancellation made within 30 days of the scheduled use will result in forfeiture of reservation/damage deposit.

No cancellations will be accepted within five (5) working days of scheduled usage. Party making a cancellation within 5 working days of usage will be liable for payment of rental fees and other charges in full.

Additional Information

The facility will be available to you only during the hours that you specify on the application for use. Please make sure that you allow time before and after your event for set-up and clean up. If you are using a caterer, you are encouraged to consult with them to ensure that you give them enough time and you are encouraged to rent the kitchen for catering. Please be aware that you will be charged for any additional time that your group used the facility. Any rentals or rental amendment outside operating hours must be scheduled no less than 10 working days (Monday-Friday) prior to rental date.

Only freestanding decorations are allowed. No tape on walls or windows. Chairs and tables must be properly stacked before you leave.

Parents or guardians must sign for anyone under 21 years of age (including youth groups) requesting use of the facility and must assure adequate adult supervision;

No food is to be served in the carpeted hallway. Food allowed only in the kitchen (requires additional rental fee), the ballroom or on the courtyard patio. Entire ballroom must be rented to allow alcohol at a party.

Please call the Cary Senior Center at (919) 469-4081 if you need any further information.