Cary Arts Center
Room Rental Request Form

In an effort to help us better serve your needs, please fill out the questionnaire below. Once complete, please return or email to Kristine Hinton, kristine.hinton@townofcary.org.

Contact Information

Contact Name/Phone Number/Email:

Name of Organization Hosting Event (if applicable):
Is your organization a 501-c3? Select
If so, please provide a copy of your certification with your application.

Address:
If this rental is for an organization, the address listed must be for the organization.

Event/Meeting Details

Brief Event Description:

Is this event private or open to the public?

Is this event ticketed? Select

Room Details

Requested room: Select

Expected attendance:

Number of tables/chairs needed:

Event Date/Time

Requested date(s):

Requested Time frame for each date requested:

- Arrival Time:
  When you plan to come and set up for your event/when your rental time begins
- Arrival Time of your guests:
- Event/Meeting Start Time:
- Event/Meeting End Time:
- Departure Time:
  After you have restored the room/end of rental time

Audio/Visual Needs

The Cary Arts Center does not provide audio/visual equipment or technical support staff.

WiFi

The Arts Center does have public WiFi: TOC Public WiFi/no password. The public WiFi can be unreliable. We strongly encourage renters that need reliable access to the internet to bring their own wireless router (ex. MiFi).

Room Setup/Restore

Renters are responsible for setting up tables and chairs and restoring the room(s) within their rental timeframe. The Arts Center does not have the resources to provide this service. Be sure to communicate the number of table/chairs you need in advance.

Food/Beverage

Will food be served? Select

For all public events and large private events, renters must use a Cary Arts Center preferred caterer when serving food/beverage. For a list of our preferred caterers, please visit the Cary Arts Center's website. Renter may choose to pay the buyout fee ($200) if renter wishes to use a different caterer. A permit and insurance must be provided when serving beer/wine.