

THE CAROLINA THEATRE RENAISSANCE ROOM

Effective July 1, 2016

RATES

Weekend day (until 5pm)/Weekday eve	\$1,450 – (includes tables & chairs)
Weekend eve (after 5pm)	\$2,250 – when available (includes tables & chairs)
Weekdays	\$250 – For 2 hours (\$75 per additional hour)
In conjunction with Auditorium	\$250 – when used by Lessee
In conjunction with Auditorium	\$500 – when used by Lessee's sponsor

INSURANCE

Individual:	Certificate of Liability
Caterer:	Certificate of Liability

FACILITY RESTORATION FEE

12% of total rental price

HOUSE MANAGER(S) hours)

\$20 per hour (\$30 after midnight or after eight

BARTENDER

\$15 per hour (2 hour min, 1 bartender per 75 guests)

COAT ROOM ATTENDANT

\$15 per hour (2 hour minimum)

TABLES (Eight 6-foot tables, Four 8' tables, Four 4' round & Eight 5' round)

Included in rental

CHAIRS (100 burgundy padded chairs available)

Included in rental

MARQUEE MESSAGE

\$25

SOUND SYSTEM AVAILABLE (4 mics, mixer, speakers)

\$50

ADDITIONAL DETAILS

- Lessee must use a licensed caterer (food prepared in licensed kitchen) if admission is charged
 - For receptions, you may use an insured caterer, or bring pre-cooked store wrapped food.
- Capacity: 350 standing (overflow into lobby); 130 seated
- Size: 48' x 48' with a 24' x 16' parquet dance floor
- Downstairs of the auditorium is closed; Mezzanine is available if not in use for a rehearsal
- Lights may be dimmed in Renaissance Room
- All ABC permits for distribution, several options available
- Beer and wine must be purchased through the theatre, or theatre can also run a cash bar
- Smoking is not permitted anywhere inside the building
- No open flames are permitted; candles in globes are acceptable
- No cooking is allowed in the building; "sterno" is allowed if supervised
- No rice throwing is allowed; birdseed is acceptable outside
- Ample free parking is available on the weekends and nights
- No extension cords
- No decorations may be taped, stapled, or nailed to any painted surface
- Lessee is responsible for set-up or breakdown of tables, chairs, etc.
- Office hours are 9am - 5pm, Monday through Friday. Please call for an appointment.