



Effective July 1, 2023

General Information for Private Events

When The Crown is rented for private events such as weddings, receptions, and parties, it is rented on an all-day, "all-in" fee which includes:

- Rental from 9am until midnight
- Facility Fee
- House staff (up to 16 staff hours; additional hours billed at \$36.13/hr./person)
- Technical assistance, as needed (up to 8 staff hours; additional hours billed at \$36.13/hr./person)
- Tables and chairs including set-up and tear-down (does NOT include linens)
- Production equipment including sound and light board, digital projector and screen, microphones and pre-hung lighting fixtures
- Marquee message
- 12' x 16' stage
- Baby grand piano

The "all-in" price does **not** include Lessee's Liability Insurance, any alcohol, bartenders, or decorations.

Rental Requirements

Besides the rental fee, all lessees will be required to provide proof of Liability Insurance coverage. Rental requests are made via application from our website <https://carolinatheatre.com/rentals/rental-request/>.

All-In Fees for Private Events

- **All Events: Monday through Thursday**
\$1750 flat fee
- **All Events: Friday, Saturday or Sunday**
\$2150 flat fee

Facility Fees: Included

Staff Costs: House staff and technical assistance included as noted above

Food and Beverage

The Carolina Theatre is required to purchase and distribute any and all alcoholic beverages that are consumed on the premises. Options include a cash bar, open bar, or a combination of the two. This is not included in the flat fee. Lessee may use an insured caterer, pre-cooked store wrapped food, or self-cater. All food items brought into the facility must be consumed, removed, or taken to the dumpster at the conclusion of the event to avoid any additional charges.

Insurance

All lessees and caterers are required to have proof of Liability Insurance listing Carolina Theatre as "Additional Insured"

Additional Fees

Excluding any damage to premise or extra custodial charges, there are no additional fees.

We do **NOT** charge a:

- Caterer's Fee
- Corkage Fee
- Clean-up fee
- Cake cutting fee