

CULTURAL ARTS CENTER

Event Rental Information

620 Greensboro Avenue
Tuscaloosa, AL 35401

(205) 345-9801
cac@tuscarts.org
Business Hours: M-F 9-4

Brought to you by
THE ARTS COUNCIL

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Rental Rates

1. All venue rentals are subject to availability of the facility and resources needed to host the event. Priority is given to cultural and artistic events, and activities that contribute to the advancement of information and education to the public and participants.
2. A 10% service charge will be added to the total event cost. Our service charge covers essential event services including security, cleaning, and event staff. This fee is added to the total cost of the event to ensure that our venue is appropriately staffed and maintained, guaranteeing a high-quality experience for our guests.
3. We reserve the right to require security for events with guest counts of 100 or higher or events with alcoholic beverages.
4. **A non-refundable retainer of 50% of the rental rate is due towards your balance to secure an event date.** The remaining balance is due 30 days before the event date. Payments can be paid via check or money order payable to the Arts Council, cash, or Square.
5. Rental period is from arrival to departure including complete setup and breakdown. The Arts Council team will provide set up of tables and chairs before the rental using a provided layout.
6. **The University of Alabama and Arts Council Galleries are not part of the rental space and must remain closed during all events.**
7. The Arts Council observes annual blackout dates during late December – January.

Rate	Cost	Hours	Recommended Time Allocation	Additional Hours
DWCAC Weekday Rental (Sunday – Friday) *Pricing does not include required event liability insurance, security, or a 10% service charge.	\$900	4	1 hour set up 2 hour event time 1 hour breakdown	\$200
DWCAC Premium Saturday Rental *Pricing does not include required event liability insurance or a 10% service charge.	\$1750	6	2 hour set up 3 hour event time 1 hour breakdown	\$200

The estimated costs of required event liability insurance are discussed further in the event rental information packet. A 10% service charge will be applied to the total event cost. We reserve the right to require security for events with guest counts of 100 or higher or events with alcoholic beverages. For additional resources, please contact the CAC manager.

On-Site Equipment

Tables (Linens are not included – sizes are listed for reference)

- (5) Round tables, 48” (seats 5-6 guests) – linen size to the floor is 108”
- (10) Round tables, 60” (seats 8-9 guests) – linen size to the floor is 120”
- (5) Rectangular tables, 72” (6 foot tables) – linen size to the floor is 90” x 132”
- (5) Rectangular tables, 96” (8 foot tables) – linen size to the floor is 90” x 156”
- (6) Pub/Bistro tables, 30” round top, 42” height – linen size to the floor is 120”

Chairs

- (200) Black padded folding chairs

Audio Visual Equipment

- No audio/visual or projector equipment is available for rent. A screen is available upon request.
- Lighting is adequate for the venue but limited with no dimmer system. Supplemental lighting can be brought in and free-standing lighting is approved. Any lighting brought in to be hung on the rigging lines must be approved in advance and installed by an insured lighting and sound provider.
- Marque lights will not be turned on during rain or windy weather.
- Smoke machines are not allowed in the space.

Capacity

The capacity for the space is 200. To assist with this process, we have included the common capacity breakdown below:

- Wedding Ceremony or Reception/Private Event Rental –
150 guests with limited dance floor
- Wedding Ceremony and Reception –
100 guests with a limited dance floor
- Seated Dinner –
175 without a dance floor

General Conduct & Equipment Policies

- Use of tables and chairs is included in all rental rates. Setup of tables and chairs are provided by the venue within the current rental rate before your arrival. Failure to provide a layout or changes needed during the event will be the responsibility of the renter. It is the renter's responsibility to arrange setup and the removal of all décor items within the rental period. All items must be returned to their original location except for tables and chairs as all items must be sanitized by our team post-event.
- Garbage receptacles are located throughout the venue and included in all rental rates. Clean-up and trash disposal are included in the rate. Clients who utilize cardboard boxes and other shipping parcels for the packaging of items must arrange disposal or recycling of all.
- At no time should the client and vendors be permitted to handle or use CAC equipment without the permission of the manager on duty. Please always treat the venue with respect.
- Smoking is NOT permitted inside the venue or within 30 feet of all entrances and exits. *This includes e-cigarettes, vapes, and similar products.*
- Recording and flash photography are prohibited during performances.
- All children must be attended to at all times. No running or pulling on curtains is allowed.
- The Arts Council is not responsible for any items left unattended within the venue. Lost and found items will remain in the venue (if found) for a consecutive 5-business day period. Items must be recovered within that time and picked up by the owner.
- Animals are prohibited in all areas except for dogs assisting persons with disabilities.
- Parking is available in the free parking deck one block away from the venue. Street parking is also available in the front and surrounding the venue on a first come first serve basis.

Decorations

Each client is required to submit decoration plans for approval no later than 30 days before the event.

- No helium balloons may be used inside the venue. No bubbles inside the venue.
- No scotch tape may be used on any surface in the venue. Painter's tape or masking tape may be used, but not on painted surfaces.
- No nailing or putting holes in any surface in the venue.
- No painting or spray painting in the venue or on the sidewalk outside the venue.
- No lights or decorations can be hung from any ceiling in the venue.
- No glitter or confetti may be used inside or outside the venue.
- An Arts Council staff member can take down art on the interior rotating walls for removal during the rental period, but only in advance. The hanging of renter art or decorations on the walls must be approved in advance by the CAC manager. Linens and other décor are not provided by the venue.

Getaways

- Getaway items must be approved in advance by the CAC manager. If the renter intends to use sparklers, they must provide a container with sand to dispose of spent sparklers.
- Prohibited getaway items: rice, birdseed, popcorn, glitter, confetti, and other non-biodegradable items.

Safety

The renter will comply with all laws, orders, rules, fire codes, and regulations of federal, state, county, and municipal authorities. The renter will also comply with all policies and procedures for the use of the Cultural Arts Center as set out by the Arts Council.

Egress, Ingress, and Thoroughfares

- All modes of egress and ingress including signage must be kept clear and free of drapery and other décor accents at all times.

First Aid Policy

- Renter is responsible for supplying a first aid kit for the event.
- The Arts Council is not responsible for ambulance, doctor, or hospital expenses.

Fire Safety Policy

- Use of candles in the venue must be approved in advance by the CAC Manager.
- Candles must be in glass containers and the flame must be below the top of the vase.
- No candles are allowed in the Black Box Theatre. Avoid curtains.
- Unity candles for weddings are approved. Flameless, battery-powered candles are preferred.
- Fire extinguishers, sprinklers, fire hose cabinets, & fire alarms may not be covered or blocked at any time.
- Smoke machines are not allowed in the space. Fog machines or cold sparklers must be approved in advance of the event.

Security Policy

- The Arts Council reserves the right to require security. The CAC manager will arrange this service. Additional security may be required at an event at the discretion of the CAC manager and will be billed and discussed before the event. Security is required for events with guest counts over 100 or events with alcohol.

Objectionable Patrons

- Cultural Arts Center Management reserves the right to remove anyone who is objectionable or unruly from the premises.

Required Event Insurance

The Arts Council requires that all non-member organizations submit a certificate of liability insurance. It is required that the COLI list a minimum of \$2 million annual general aggregate and \$1 million per occurrence. The COLI must be submitted no later than 30 days before the event. We recommend contacting commonly used companies like K&K Event Insurance, Markel Event Insurance, or the Event Helper for policy information. Insurance can also be purchased via your current home, auto, or commercial insurance provider. The estimated cost is contingent on the type of event/activities taking place and if bar services will be available at the event.

Catering

All food must be prepared by restaurants or licensed catering companies approved to cater at the CAC. Caterer documentation must be on file and approved no later than 30 days before the event. For access to the current list of caterers who have up-to-date information on file, please contact the Venue Manager.

General Rules:

- No food can be brought in that is “home-prepared.”
- No drop-off services will be permitted.
- It is the responsibility of the client to secure and arrange full catering services.
- The catering services bill will be separate from the CAC venue rental and will be billed directly to the renter.
- The catering policy does not include candy stations, milestone cakes, and other sweets. Therefore, caterers and sweet providers are not required to provide documentation for those items.

Catering Prep Kitchen:

A catering prep kitchen is included in your rental to assist your licensed caterer with providing food and beverage services. No cooking can be conducted on-site.

- Ice machine
- Industrial sink
- Two hot box proofers/heated cabinets
- One refrigerator
- One freezer

Alcohol

Please contact the CAC manager for the current rules surrounding alcohol in the venue.

Security

Security is included in your rental rate based on the bar service style and the number of guests. Should you want additional security, please check hourly rates with the venue manager.

Event Cancellations (Arts Council Policy)

The renter must fully understand that by reserving the space, other renters are not able to; therefore, the Arts Council will likely miss all other opportunities to replace the rental. In the event of a cancellation for any reason, the client will be given the option to reschedule their event beginning 14 business days from the original event date in writing pending calendar and staffing.

Cancellations must be made known in writing no later than 30 days before the event. In cases where 30 days are not given, the renter will assume a 25% administrative fee due within 30 days of the cancellation notice. Rescheduling opportunities are made available up to 2 times, without fee, within a calendar year. Vendor policies will vary, but please become aware of the rules and regulations with each vendor you select to be a part of your event day.