

# DINAH WASHINGTON CULTURAL ARTS CENTER RENTAL PACKET

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205-345-9801 | [cac@tuscarts.org](mailto:cac@tuscarts.org) | [www.tuscarts.org/cac](http://www.tuscarts.org/cac)



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Welcome to the Dinah Washington Cultural Arts Center where creativity meets celebration. We are delighted that you are considering our venue for your event.

Located in the heart of Tuscaloosa, Alabama, the Dinah Washington Cultural Arts Center offers a unique space that blends historic charm with contemporary elegance. From weddings to performances, corporate functions to private parties, our versatile venue is ready to host your special occasion.

In this information packet, you will find detailed guidelines and policies to assist you in planning your event. Whether you're envisioning an intimate gathering or a grand celebration, we are here to support you every step of the way.

Thank you for considering the Dinah Washington Cultural Arts Center as the backdrop for your memorable event. We look forward to helping you create lasting memories.

WELCOME



# RENTAL RATES

- All venue rentals are subject to availability and are prioritized for cultural, artistic, and educational events.
- A 10% service charge is added to cover essential event services such as security and cleaning.
- Additional hours are \$200 each.
- A non-refundable retainer of 50% is required to secure the event date, with the balance due 30 days before the event.
- Rental period includes setup and breakdown.
- The venue observes blackout dates during late December – January.

Rate	Cost	Hours
<b>DWCAC Weekday Rental (Sunday – Friday)</b>	<b>\$900</b>	<b>4</b> <b>1 hour set up</b> <b>2 hour event time</b> <b>1 hour breakdown</b>
<b>DWCAC Premium Saturday Rental</b>	<b>\$1750</b>	<b>6</b> <b>2 hour set up</b> <b>3 hour event time</b> <b>1 hour breakdown</b>





# INVENTORY AND CAPACITY

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

- (6) 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”
- (6) Rectangular tables, 72” (6 foot tables) – linen size to the floor is 90” x 132”
- (8) 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”
- (200) Chairs
- Linens are available for rent at \$15/per linen. Black or white polyester.

## **Audio/Visual Equipment and Capacity**

- A screen, projector, and two wireless microphones are available upon request. We also have an auxiliary cable and speakers.
- 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.
- The capacity for the space is 200.

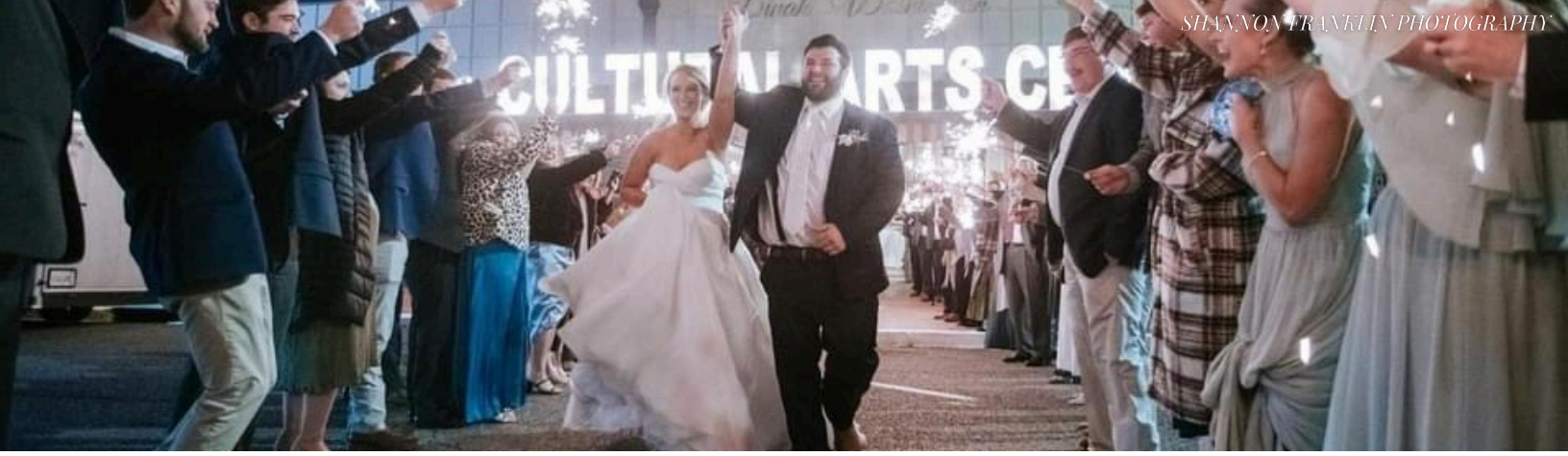




# PRIVATE EVENT POLICIES

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- Garbage receptacles are provided, but clients must arrange disposal or recycling of packaging materials.
- Permission from the manager is required to use any CAC equipment.
- Smoking is prohibited inside the venue and within 30 feet of entrances and exits.
- Restrictions on helium balloons, scotch tape, nailing, painting, or spray painting in the venue.
- Approval needed from CAC manager for hanging decorations or art on walls.
- Linen and décor not provided by the venue.
- Vendor load-in times must be coordinated with the CAC manager; advance approval required.
- Approval needed from CAC manager for getaway items.
- Sparklers require a container with sand for disposal; prohibited items include rice, birdseed, popcorn, glitter, and confetti.
- Recording and flash photography prohibited during performances.
- Children must be supervised; no running or pulling on curtains allowed.
- Lost and found items held for 5 business days.
- Animals prohibited except service dogs.
- Parking is available in nearby parking deck or street; compliance with laws and fire codes required.
- Egress and ingress routes must be kept clear at all times.
- Renter responsible for providing first aid kit; no coverage for medical expenses.
- Candles usage requires approval; fire safety regulations must be followed.
- Management reserves the right to remove unruly individuals from the premises.
- The Arts Council may require security, especially for events with 100+ guests or serving alcohol.
- Additional security needs will be discussed and billed before the event.



# POLICIES CONTINUED

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- Non-member organizations must provide liability insurance listing The Arts Council as additional insured with a \$2m general aggregate and \$1m per occurrence.
- Recommended insurance providers include K&K Event Insurance, Markel Event Insurance, or the Event Helper.
- Only food prepared by approved catering companies is allowed.
- Caterer documentation must be approved at least 30 days before the event.
- No home-prepared food or drop-off services permitted with the exception of desserts.
- Clients are responsible for arranging and paying for catering separately from venue rental.
- Catering prep kitchen provided for licensed caterers; no cooking on-site.
- All alcohol must be provided by Casual Class Bar Services.
- Cancellations must be made in writing at least 30 days before the event to avoid fees.
- A 25% administrative fee applies for cancellations made within 30 days.
- Rescheduling allowed up to 2 times within a calendar year without a fee, subject to vendor policies.



# THANK YOU!

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We look forward to working with you.