



Thank you for your inquiry about utilizing the Stanly County Agri-Civic Center for your event! This is a brief summary of the rental process for our facility, as well as a listing of rental rates and available equipment. Most of this information is also available on our website at www.stanlyciviccenter.com.

FACILITY RENTAL PROCESS

1. Contact the Director or the Administrative Support Specialist and discuss potential dates as soon as possible. An onsite meeting and tour of the facility is recommended if you are a first-time client. The Director will work with you to determine the best room/space for your event based on facility availability, type of event, and your personal preferences
2. Once date(s) and location(s) are determined, applicable fees are discussed with client as well as the payment schedule
3. A contract is drawn up and emailed or mailed to the client. The contract should be signed and returned with a 25% deposit within 14 days.
4. Once the contract and deposit are received by the Agri-Civic Center, the reservation is considered "firm."
5. After a signed contract is received, the client will be asked to supply the following:
 - A. A Certificate of Liability Insurance for no less than \$500,000.00
 - B. Satisfactory evidence that the Stanly County Sherriff's Department will be present (if applicable, as indicated on the signed contract)
 - C. ABC permit if alcohol will be served (permit applications require several weeks to process. Contact the NC ABC Commission at (919) 779-0700 or visit www.abc.nc.gov ASAP)
 - D. Name of lighting and sound technician(s) (if applicable – auditorium events only)
 - E. Room or stage setup. Setup information should include tables, chairs, podiums, microphones, etc. If your event is on stage, more specific information regarding backstage capabilities, fly rail, and drapes can be discussed with the director or technical assistant, depending on your needs.
 - F. Balance due must be received no later than two weeks prior to event.

CANCELLATION POLICY

If a signed contract and deposit is not received by the date specified, the event date is considered “released” and may be booked by another party. Once a signed contract and deposit is received, the reservation is considered firm. If, due to unforeseen circumstances, the event must be cancelled after the contract and deposit is received, the deposit may be returned, in part or in full, at the director’s discretion. If any further payments have been made in addition to the deposit prior the event, the additional payments will be returned, but the initial deposit may be retained at the director’s discretion. Deciding factors may include but are not limited to, time available between the date of the event and the date of cancellation or loss of revenue or business due to the cancellation.

CAPACITY

A1050-capacity **Auditorium** is available with Orchestra, Mezzanine, and Balcony seating. It features a 53 foot by 32 foot stage with a proscenium height of 23’9”. We also offer complete audio and lighting systems. More details about these systems can be provided upon request. Dressing rooms with bathrooms are also available backstage, though they are not wheelchair accessible. There is also a green room/catering area located stage right and another small green room area stage left.

The **Lobby** is a multi-use area that may be set up for banquets, meetings, wedding receptions and other events. An average banquet can seat around 240. This is the main entrance and exit area for the facility. The lobby also features monthly art exhibits provided by the Stanly County Arts Guild.

You may also choose the **Conference Room**, perfect for smaller meetings with office-style seating for 14. This space can be rented in conjunction with the Lobby or Auditorium as a Hospitality area or Green Room area. A small counter with a sink is available in this room.

The **Education Center** is a multi-use room, able to be divided into three sections, or opened for maximum use. Tables and chairs can be arranged in a variety of styles to accommodate your needs. Common arrangements are classroom style seating for approximately 50 guests, banquet style seating for approximately 40, or lecture style seating for approximately 75. Rental rates apply for use of the entire room, regardless of the use of dividers.

Rental Rates 2017



<u>Friday-Sunday</u>		
Theatre		
In County		\$630.00
Out of County		\$1495.00
Lobby		
In County		\$630.00
Out of County		\$1495.00
Theatre + Lobby		
In County		\$1200.00
Out of County		\$2900.00
Education Center		
In County		\$135.00
Out of County		\$215.00
Conference Room		
In County		\$80.00
Out of County		\$160.00
Additional Rehearsals*		
Non-profit/In County		\$55.00
For-profit/In County		\$110.00
Out of County		\$150.00
<u>Monday-Thursday</u>		
Theatre		
In County		\$325.00
Out of County		\$865.00
Lobby		
In County		\$325.00
Out of County		\$865.00
Theatre + Lobby		
In County		\$600.00
Out of County		\$1600.00
Education Center		
In County		\$80.00
Out of County		\$165.00
Conference Room		
In County		\$55.00
Out of County		\$110.00

**Rentals include one free rehearsal with one performance day (excluding weekends)*

Rates 2017 continued



Additional Equipment	
LCD Projector (Client provides labor)	\$75.00
Wireless Microphones	\$25.00 EACH (2 available)
Other Fees	
Energy Fee (if applicable)	\$100.00
Orchestra Pit Filler Relocation Fee	\$350.00
Grand Piano Tuning	Direct Cost (estimated \$90-110)
Set Up & Clean Up Fee	\$100.00-200.00 (Director's discretion)
Parking Lot Convenience Fee (Insurance Required)	\$25.00 (no multi-day discount)
Extra Service provided by Agri-Civic Center Staff	\$20.00/hr (4-hour minimum)
Note: Rentals include general stage lighting and equipment as provided on Attachment C	
501(c)3 In-County, Certificate-holding non-profits discount. (Discount not applied to rehearsals)	
One Day	Regular rate
Two to Six Consecutive Days	20%
Seven or More Consecutive Days	30%

WHAT'S INCLUDED IN THE RENT?

Equipment	Fee
Cables and Cords (Assorted types and lengths available)	Included
Chairs (cushioned banquet style or plastic folding)	Included
Easel (3 available)	Included
LCD Projector (rental only, does not include technician/operator)	\$75*
Grand Piano	Included
Grand Piano Tuning	Direct Cost**
Lighting (House system general wash)	Included
Microphones (Wired, stands available)	Included
Microphones (Wireless)	\$25 each
Monitors	Included
Risers (3 tier, 6 units available)	Included
Podium or Lectern (no mic)	Included
Podium with built-in mic/amp	Included+
Portable Sound System/Amplifier	Included+
Projection Screen (on-stage)	Included
Sound System (Does NOT include technician/operator)	Included
Stanchions (6 Tensa-barrier available)	Included
Tables (a variety of sizes available)	Included
Wireless internet	Included***

**Fee assessed is rental only; client will supply personnel to run projector during event. Standard 15 pin VGA cable is available. If you are operating a Mac or newer PC, an adapter may be needed. If Agri-Civic Center staff is requested to run projection, technical staff rates will apply (\$20/hr. minimum 4 hours effective 7/1/16). Additional staffing requests must be arranged no less than two (2) weeks prior to event with the Director.*

***\$90-110 in 2016*

**** Wireless internet is also available at no additional charge, though a password is required.*

+ These items are available for use at no charge to the client due to the generous support of the Friends of the Agri-Civic Center