

Centennial Station Arts Center: Event Guide

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Welcome from the Team at HPAC

Dear Friend of the High Point Arts Council,

Thank you for considering the Centennial Station Arts Center located at the High Point Arts Council for your special event! Our team will be sure to give you the red carpet experience as you plan your event with us. We have been a staple in the community for over 60 years and are honored to be a part of your big day.

What I love best about having a special event at the Arts Council is that you will be able to come back throughout the year when we do community programming to relive your memories from your special day. For me personally, I was married in a community garden in the area and each year my spouse and I go back to recall our special day. This year we took our baby for the first time to our special spot, and it brought us immeasurable joy. We at the Arts Council hope the same for you and your family. We look forward to being a part of your lifetime of memories and those yet to come.

With love,

HPAC Team!

Centennial Station Arts Center Information

This space is ideal for all types of events which may include but are not limited to: anniversary parties, arts based events, award ceremonies, baby showers, banquets, bar mitzvahs, birthdays, bridal showers, concerts, corporate retreats, class reunions, community gatherings, engagement parties, graduation parties, holiday parties, meetings, music videos, photography sessions, quinceaneras, rehearsal dinners, retirement parties, theater productions, vow renewals, wedding ceremonies and receptions, and other events.

Included in this packet is important reservation information, policies, and details regarding the use of the space. After reviewing the information provided herein, please feel free to contact us at events@highpointarts.org or #336-889-ARTS (2787) ext 25 for more information.

Please note that the building is closed to the public on Mondays. We do not typically host events on Mondays. If you are interested in holding an event on a Monday, it must be pre-approved by the Events Manager and there may be additional fees involved.

We look forward to assisting you in hosting your event!



Specifications and Amenities

Items and services included in the rental fee:

- 23 square tables*
- 2 6' folding banquet tables
- 4 8' folding banquet tables
- 9 24' round tables (Upon Request)
- 284 banquet chairs available for use
- Flatware, silverware, and glassware for up to 230 guests
- Theater with stage
- 32' x 32' dance floor
- Beverages water, sweet tea for guests w/6 hour rental
- Two dressing rooms with bathrooms for getting ready
- Wifi
- Ample complimentary parking
- Accessible parking and event venue complete with ramps into the building and a ramp onto the stage.
- Beautiful mood lighting including the use of all twinkle lights.
- Approved and insured catering will have access to a catering kitchen equipped with a refrigerator, microwave, warmer, sanitizer, and ice machine.

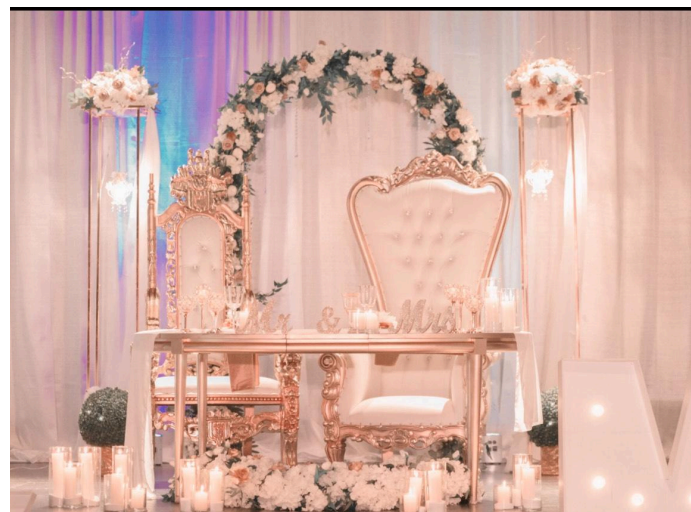
**If accommodating 8 to a table, you will be able to sit 184 guests; for 10 to a table you will sit 230 guests.*

Items available for an additional fee include:

- Bar - \$150 service charge .
- Centerpieces (non-floral) - \$15/table
- Cake Cutting - \$1/guest
- Coffee - \$1.25/guest
- Linens - \$15/tablecloth and \$2/napkin, \$5/runner, \$8/overlay
- \$100 portable sound, 1 microphone and music hook-up
- Microphones - \$25/ additional microphone
- Security - \$50/per hour for one officer
- Screen and projector: \$100 for the day

Services the center does not provide:

- Catering
- DJ / sound



- Speciality lighting

Tours and Meetings

Due to the likelihood of other events occurring at the event center it is highly recommended to schedule tours and meetings in advance with the Centennial Station Arts Center staff. Tours and meetings are typically scheduled Tuesday through Thursday between 11:00am - 3:00pm. depending on availability. Other appointment times may be available upon request depending on staff availability. Appointments are encouraged to allow individualized attention to each customer.

To schedule an appointment for a tour, please email events@highpointarts.org or call #336-889-ARTS (2787) ext 25.

Building Capacities

The capacities listed herein are maximums based on the full space available in the room. Depending upon additional set up needs these numbers may vary due to the decreased square footage taken up by other designated areas such as tables, chairs, food/drink tables, dance floor, DJ space, etc.

The maximum capacity for the room is 250 people. When thinking about room capacity, please also consider staffing for the caterer, waitstaff, bar, and backstage staff in the total count. Banquet style seating utilizing all 23 of the 54” square tables with 8 seats per table it will accommodate 184 people, and with 6 seats per table it will accommodate 138 people.

Floorplan

The Floor Plan Diagram will be given to the patron at the time of the Rental

Reservation Policies and Procedures

An event Interest form/Schedule a Tour form must be completed and returned in order to begin the reservation process. This form can be completed online at highpointarts.org. This will go directly to the Events Manager for review.

The Centennial Station Arts Center Events Manager will review the interest form and contact the applicant to discuss event details. An event agreement and contract for the event will be created and provided to the customer to sign and return with payment of the deposit. **The reservation will not be confirmed until the signed agreement and payment have been received. There are no holds on dates. Payment of the deposit must be made within 3 business days of when the contract agreement was sent. It is the customer's responsibility to follow up and make the payment within 3 business days, if no payment is made, the reservation will be removed without notification.**

For events occurring 6 or more months out, only packages and full day rentals will be available for Friday or Saturday reservations. Partial day or hourly reservations are available for events occurring within 6 months. Beginning on the first business day of each month, partial day or hourly reservations will become available for events occurring in the month that just became within 6 months. For example, on the first business day of January, the month of June will become available for partial day or hourly reservations, on the first business day of February the month of July will become available for partial day or hourly reservations, and so on.

Availability

Please note that the building is closed to the public on Mondays. We do not typically host events on Mondays. If you are interested in holding an event on a Monday, it must be pre-approved by the Executive Director and there may be additional fees involved.

The Centennial Station Arts Center is closed on the following days:

- New Year's Day
- Martin Luther King Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving (2 days)
- Week of Christmas
- Juneteenth

Reservation Confirmation

A reservation will only be confirmed upon receipt of both a signed event agreement and payment of the deposit.

Deposit

A security deposit of 25% of the rental fee plus a \$200 damage deposit is required at the time of the reservation to confirm the event. The 25% security deposit is non refundable. The damage deposit is refundable if the facility is left clean and free of damages at the conclusion of the event. 60 days prior to the event 50% of the rental fee must be paid. The remaining balance is due 30 days prior to the event. Full payment is due at the time of reservation for events occurring within 30 days.

Fees

Below are the hourly rates and packages with details provided for each. Please note that there is a set-up and breakdown fee that ranges from \$150–300 depending on the needs of the event.

Days & Packages	Details	Rate	Additional Hour Rate
Tuesday – Thursday	Hourly Rate (2 hour minimum)	\$250/hour	
Friday - Sunday	Hourly Rate (4 hour minimum)	\$450/hour	
Tuesday-Thursday	6 hour package (save \$150!)	\$1,350	\$150/ additional hour
Friday-Sunday	6 hour package (save \$150!)	\$2,550	\$250 / additional hour
Weekend Package Friday-Sunday	12 hour time split between two days (save \$200!)	\$4,900	\$250 / additional hour

**Additional fees may apply, see below. Please note, if using a credit card to pay there is a 3% charge to cover the fee.*

Speciality Rates:

Must select one rate package. Rate packages cannot be combined with other offers.

Days & Rates	Details	Rate	Other Info
Military Rate Tuesday – Thursday	10% off	\$225/hour or \$1215 for 6 hours	Kindly provide a DD Form 214 or military ID
Military Rate Friday - Sunday	10% off	\$405/hour or \$2295 for 6 hours.	Kindly provide a DD Form 214 or military ID
Nonprofit Rate Tuesday – Thursday	Contact events@highpointarts.org for pricing		Must provide EIN number and be pre-approved
Nonprofit Rate Friday - Sunday	Contact events@highpointarts.org for pricing		Must provide EIN number and be pre-approved
Arts Events Rate Tuesday – Thursday	50% off hourly rate (2 hr minimum) and 50% off 6-hour packages	\$125/hour or \$675 for 6 hours (save \$75!).	For arts events open to the entire community ONLY. These events must be pre-approved by the Events Manager
Arts Events Rate Friday - Sunday	50% off hourly rate (4 hr minimum) and 50% off 6-hour packages	\$250/hour or \$1,275 for 6 hours (save \$225!).	For arts events open to the entire community ONLY. These events must be pre-approved by the Events Manager
<i>*for any special requests not listed, please contact events@highpointarts.org</i>			

Optional Service Fees
Bar Service Fee: \$150

Box Office Set-Up and Processing Requests: \$150/show
Box Office Ticketing: \$30/hour per person
Cake Cutting Fee: \$1/person
Coffee: \$1.25 / person
Pre-Approving Caterers: \$50
Sound Technician: \$50/per hour per tech
Security: \$50 per hour per officer (<i>required during alcohol service</i>)
Specialized Alcohol Requests for Order: \$75

Additional Items for Rent
Centerpieces (non-floral): \$15-\$30/table
Linens: \$15/tablecloth, \$2/napkin, \$5/runner, \$8/ overlay
Portable Sound, 1 microphone, and music hook-up: \$100
Sound (House) \$350
Microphone: \$25/per additional mic
Screen and projector: \$100

Additional Services Available

Alcohol

If bar services are needed, there will be a \$150 bar service fee required. Security personnel will be required at any event during which alcohol will be served. Security fees are **\$50 per officer** per hour during the timeframe that

alcohol will be served.

Equipment Rental Rates

Additional equipment is available to rent. The sound system at Centennial Station Arts Center may only be used with the center's own sound technicians. Technicians can be hired for \$50/hour. Speakers, 1 microphone and music hook-up can be rented for \$100. Microphone usage is an additional fee of \$25/mic. A screen and projector is available for \$100. Customers are allowed to utilize their own sound technicians and DJs but only if they provide their own equipment.

Security

Security personnel may be required at the discretion of the Centennial Station Arts Center staff and is required for any event serving alcohol. The security personnel will be provided by the Centennial Station Arts Center and will be charged at a rate of \$50 per hour per resource and will be included on the event agreement. The number of security personnel required will be based on the number of guests and the event details.

Staffing

Staffing needs vary based on the needs of an event and the number of guests attending. Staffing for typical events may include waitstaff, bartenders, dishwashers, set-up and break-down staff, and a house manager. Set-up and break-down fees can range from \$150-\$400 depending on the needs of the event. Anytime the bar is utilized, security is requested to be present. If doing an arts and entertainment event, Centennial Station Arts Center can provide sound technicians and box office support for an additional fee. The center does not provide event planners. Customers are encouraged to have an event planner, and to provide a timeline of their event to Centennial Station Arts Center staff prior to their event.

Ticketing

For arts and entertainment events that require a ticket, Centennial Station Arts Center can handle your ticketing needs. Center staff can set-up your event in eTix (ticketing platform) and handle all box office requests. At the end of your event, you will be provided with the final eTix report and the revenue made from your event. Centennial Station Arts Center can set-up

your ticketing needs and process requests for \$150 per show. Box office services for the day of a show are available at \$30/hour.

Payment

A security deposit of 25% of the rental fee plus a \$200 damage deposit is required at the time of the reservation to confirm the event. 60 days prior to the event 50% of the rental fee must be paid. **The remaining balance for the reservation will be due 30 days prior to the date of the event.** Failure to pay by this due date will result in cancellation of the event and forfeiture of the deposits.

Payments are accepted by cash, check, money order, Visa, Mastercard, or Discover. Please note, if using a credit card, there is a 3% service fee. There is a \$25 fee for returned checks. Credit card payments may be made in person or over the phone by calling #336-889-ARTS (2787).

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Checks should be made payable to The High Point Arts Council and may be mailed to:

High Point Arts Council
Attn: Events Coordinator
121 S Centennial St
High Point, NC 27260

Cancellation policies

Cancellations must be provided to the Centennial Station Arts Center in writing or via email. Failure to pay in full by the due date, which is 30 days prior to the event, will result in cancellation of the event and forfeiture of the deposits. Event contracts that are canceled more than 30 days from the event will receive a refund of the \$200 damage deposit. The 25% security deposit is non-refundable. Event contracts that are canceled within 30 days of the event will not receive a refund.

Should the renter need to cancel their event, they may do so within **180** days prior to their event without incurring fees. However, additional money paid on the rental past 180 days prior to their events cannot be refunded to the renter. Should the renter need to cancel the event 60 days prior to the agreed upon date of the event, they are held liable to pay the full rental fee. The 25% security deposit is non-refundable.

In the event that the Centennial Station Arts Center must cancel the event contract, a full refund will be given including damage deposits.

Event Logistics

Event Contact

The events manager, or a house manager will be onsite to coordinate with a day-of contact person who must be identified and the Centennial Station Arts Center staff should be provided with their contact information for day-of event related issues. The day-of contact person is responsible for coordination and decision making during the entire event to ensure the event runs smoothly. In order to appropriately manage all aspects of the event, the day-of contact person may not be someone that will be unavailable during any part of the event (i.e., for weddings it should not be someone in the wedding party). Duties include overseeing setup of personal items or decorations, vendor management, maintaining the event timeline, event coordination, and guest management. This individual must stay until the conclusion of the event to make sure everything is properly cleaned up per the agreement before leaving the property. It is requested that the day-of contact do a final walk-through with the Centennial Station Arts Center house manager to review the event timeline, floor plan, and other facility requirements prior to the event.

Catering & Vendors

If catering is needed for an event, customers are responsible for booking their own caterer. Customers must utilize caterers from an approved list provided by Centennial Station Arts Center. Any individuals who are not on the approved list can be added, granted they provide the proper legal documents required by Centennial Station Arts Center. For caterers off the approved list, there is a \$50 inquiry charge and the Centennial Station Arts Center staff will vet the caterer to see if they meet the center’s standards.

The catering kitchen is equipped with a refrigerator, freezer, microwave, warmers, ice machine, glassware, flatware, silverware, sanitizer, and sinks. Additionally, Centennial Station Arts Center will provide plates, glassware, chargers (if requested)and utensils with the 6hr rental package.

For catered events, staffing must be provided by Centennial Station Arts Center at an additional charge. Pricing varies based on event needs. It must be



noted that **Centennial Station Arts Center staff do not serve food or set-up catering services**. Renter must ensure that their caterer will bring staff to serve food if that is what they desire as well as ensure that the caterer or renter sets up the food services.

If the kitchen is utilized for the event it must be left clean at the conclusion of the event. The event host(s) may inspect the cleanliness of the kitchen prior to the conclusion of the event to assist in the avoidance of additional clean-up fees being deducted from the damage deposit. All trash must be placed in the trash and recycling receptacles provided in the event center.

Event Timeline & Vendor Contacts

A detailed event timeline should be submitted to the Centennial Station Arts Center staff in advance of the event. A draft timeline will be requested at the time of the reservation but will be due by 30 days prior to the event. Updates may be made but the timeline must be finalized and submitted by 10 days prior to the event.

The event timeline should include all aspects of the event including set up, vendor arrival times, event details, and clean up. Contact information for each vendor must be provided in the event the Centennial Station Arts Center staff needs to contact them.

All rentals will conclude by 12 a.m. and all individuals must vacate the facility by 12 a.m. Music and alcohol service must end by 11 p.m. Plans should be made to allow all cleanup and event breakdown to be completed by midnight.

If events extend beyond the times listed in the event agreement, the customer will be charged for the additional time at the regular hourly rate and are responsible for any other costs that the additional time incurs. If there is another event reservation, additional time will not be available in order to allow time to prepare for the next event.

Events Involving Alcohol

The Centennial Station Arts Center has a full bar available to all rentals to utilize. There is a bar service fee of **\$150**. Bartenders will be provided by Centennial Station Arts Center at an additional charge. The amount of bartenders needed will depend on the needs of the event. Customers may not bring their own bartenders to work their events. Catering services may not include a bartender

Outside alcohol is strictly prohibited onsite. Should outside alcohol be found at Centennial Station Arts Center, customers will be asked to remove their

alcohol. If the alcohol has not been removed, customers will be asked to leave the property and end their event.

A list of alcohol selections on hand can be provided if requested. Special alcohol requests can be made by the customer for a service charge of \$75. It is not guaranteed that special purchase requests can be made in time for events.

For any event with alcohol served, security personnel are required. Security fees are \$50 per individual per hour, during the timeframe that alcohol will be served. Based on the needs of the event, the Centennial Station Arts Center will determine how many security guards are needed.

Parking

There are 123 marked parking spaces in front of our building. In the back of the building there are 37 parking spaces where staff, catering trucks, and other vendors who may need to load in and out may park. There should be no parking along the sides of the street or in unmarked spaces, towing may be enforced as this is city property.

Decorations

Centennial Station Arts Center has decor options that the customer may choose from for an additional fee. A list of items and pricing can be found in the supplemental section of this event guide. All outside décor elements must be approved in advance. The Centennial Station Arts Center staff reserves the right to refuse decorations that may cause damage to the property.

- Any decorations used must be set up and removed within the rental time frame.
- The following are strictly prohibited: glitter, confetti, sequins, sparklers, canned string, rice, birdseed, fire lanterns, hay, fog or bubble machines.
- Nothing may be attached to the wall, floors, or ceilings.
- The use of nails, tacks, tape, glue, staples, non-residue adhesive strips, hook and loop strips, or adhesive of any kind is not permitted on any surface of the facility.
- Live greenery must be brought in on the day of the event.

- No rearrangement of event center stationary furniture or artwork is permitted. Additional light sources may be used, but cannot be suspended from the ceiling, light fixtures, vents, sprinklers, or air ducts.
- Only low tack tape, such as Gaff tape, may be used to tape down cords to the floor.
- Open flames are not permitted. Candles, if used, must be inside semi-enclosed glass or metal containers in which the flame does not reach or extend above the top of the container. Containers must be on steady surfaces away from any flammable materials or potential tipping hazards and must be supervised at all times. Care must be taken to ensure that wax does not drip onto the floors or any equipment provided by the Centennial Station Arts Center. The use of candles should be discussed prior to the event to ensure they are being utilized in an approved manner.
- The customer and vendors are responsible for providing their own ladders, supplies, and setup equipment.
- The following items are approved for grand exits: glow sticks, fiber optic wands, ribbon wands, noise makers, and for outdoor use only - bubbles, butterfly releases, fresh petals, sparklers, and leaves.
- If using flower petals outdoors, it is requested that fresh petals are used to reduce the chance of synthetic petals blowing away and littering the area.
- Balloon and lantern releases are strictly prohibited.

Cleanup

All personal items, decorations, and signage must be cleaned up and removed from the interior and exterior of the space by the end of the rental time frame. The facility must be left clean and free of damages. If the facility is not cleaned up and left how it was prior to the event, a portion of, or the full amount of the damage deposit will be retained.

Room Preparation

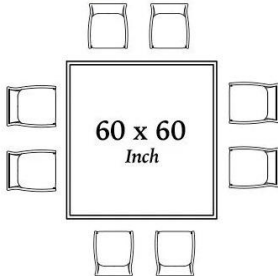
The reservation fee includes the use of the Centennial Station Arts Center tables and chairs. INPUT CHAIR & TABLE INFORMATION HERE There are tables #46 ” square tables, 2 - 6’ folding banquet tables, 4 - 8’ banquet tables, 284 banquet chairs, and 9-24’ Bar Height tables (**by request**). Any additional furniture needs are the sole responsibility of the customer.

If utilizing the Centennial Station Arts Center tables and chairs, they will be set up by staff prior to the event, based on the layout agreed upon in advance. One set up per event is included in the reservation fee. The Centennial Station Arts Center will require a final head count 30 days prior to the event for set up purposes. The space may be set up in a variety of formats to best fit the needs of the event.

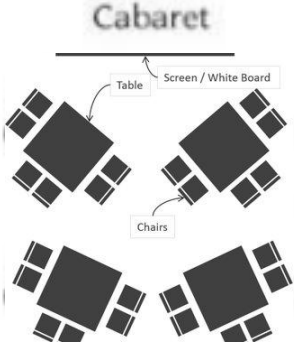
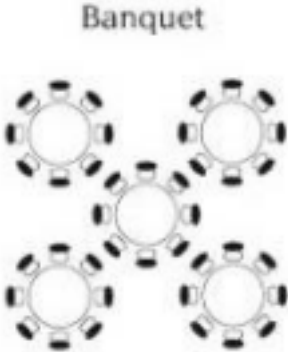
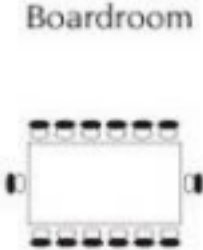
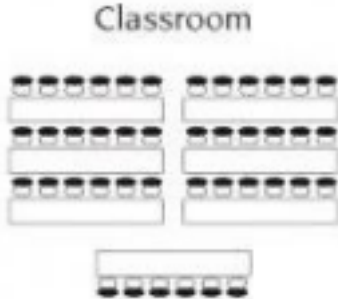
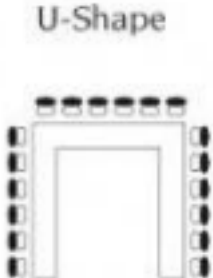
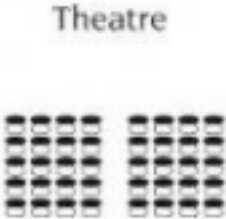
Please note: Mid-event flips are outside the scope of staff duties. Due to the short time frame allotted to execute a second room set up, the Centennial Station Arts Center staff will not guarantee this type of service; therefore one set up per event is allotted. If the Mid-Flip is implemented there will be a fee of \$450.00 attached to the contract.

Room Set-Up Options

In order to provide the best options are available. Some however, custom options at the reservation is made but



it, a variety of room set-up are provided here for reference, and may be established once week prior to the event.



Liability Clause

The High Point Arts Council will not be responsible for acts of God, inclement weather, or your change of plans. High Point Arts Council will not be held liable for injuries or property damage/loss to others including, but not limited to: death, personal injury, property damage, or any other incidents that may occur to any person(s) by use of the building and premises during the term of this contract. The term of the contract starts when the first representative, guest or vendor) arrives on the property and concludes when the last person leaves the property.

The High Point Arts Council will not be held responsible or liable for any incidents arising from the serving of alcohol. The vendor and/or customer assumes all liability for events involving alcohol.

Liability Considerations

Fire code establishes maximum capacities which cannot be exceeded. The final guest count is required 30 days prior to the event. Please remember that staff working the event will also count in the 250 person capacity as well.

Any damage to the Centennial Station Arts Center caused by the customer, guests of the customer, vendors, or anyone related to the event, will be invoiced to the customer after the event. The Centennial Station Arts Center is not responsible for any personal property or equipment that is brought to, left at, damaged, or stolen at the event center. All event center furniture is to remain inside the event center and may not be taken outside.

Damages Clause

The High Point Arts Council reserves the right to retain the deposit in the event of cancellation of the contract or damages to the premises. Damage costs in excess of the deposit amount will be billed to the customer following the event and must be paid within 30 days of the event.

Other Rules and Regulations

Events held at the Centennial Station Arts Center are subject to all other High Point Arts Council policies, procedures, rules, and regulations.

- Selling, peddling, begging or soliciting is prohibited, unless written

- authority is given by the Executive Director.
- Disorderly conduct, such as violent behavior, abusive language that might provoke a breach of peace, or creation of a physically offensive or dangerous condition, is unlawful.
 - No outside alcohol is allowed onsite. Customers looking to include alcohol in an event must follow the bar guidelines from the Centennial Station Arts Center.
 - No dumping or littering.

Supplemental Section

Decor Items Available for Rent

- Large mirrors - \$5/ mirror
- Small mirrors - \$3/mirror
- Mason jars with decorative gems- \$2/jar
- Tea lights - \$1/light
- Hurricane tumbler - \$10/tumbler
- Birdcages - \$9/birdcage
- Tree stump centerpiece- \$3/stump
- Tall Vases- \$10
- Light-up wedding arch - \$25

Decor Items Shown upon Request.