

CARRBORO CENTURY CENTER FEES

EFFECTIVE JULY 1, 2020 – JUNE 30, 2021

ROOM/SPACE	USE AND CURRENT FEE Cost per hour begins at the time you wish to enter rental space.		OTHER FEES
Standard hours of operation: Monday through Sunday 9:00am to 11:00pm	Private Event/ Standard Fee Covers: receptions, parties, dances, meetings, or any other private gathering.	Public Event/ Special Events Fee Covers: All events that are free and open to the public.	Nonrefundable 10% Prepayment Fee <ul style="list-style-type: none"> 10% of the contract total is required to confirm rental. This amount goes toward the total rental cost, however it will <u>not be refunded</u> should a cancellation occur. If your event is rescheduled, this prepayment fee can be transferred to the new reservation date.
Century Hall <u>Weekday</u> Use (9am Monday – 5pm Friday) 3 hour minimum usage.	\$55/hour \$165.00 minimum	\$29/hour \$87.00 minimum	Rates outside of standard <u>weekday</u> hours: \$92.00 per hour, either event type. Half hour additional times may be pro-rated at the set charge. Room Reset Fee (changes occurring the day of the event): Century Hall - \$25.00.
Century Hall <u>Weekend</u> Use (5pm Friday – 11pm Sunday) 3 hour minimum usage.	\$92/hour \$276.00 minimum	\$46/hour \$138.00 minimum	Rates outside of standard <u>weekend</u> hours: \$138.00 per hour, either event type. Room Reset Fee (changes occurring the day of the event): Century Hall - \$25.00.
Activity Rooms 1, 2/3 and 4 (Daily, weekdays & weekends) 2 hour minimum usage.	\$23.50 \$47.00	\$14.40 \$29.00	Rates outside of standard <u>weekday or weekend</u> hours: \$35.00 per hour, either event type. Room Reset Fee (changes occurring the day of the event): Activity Rooms - \$15.00.
Kitchen (Daily, weekdays & weekends) 1 hr. minimum usage.	\$32.00	\$19.00	

Cancellation Fees

Cancellations three weeks or more (21+ days) prior to event receive refund of rental payment minus 10% nonrefundable prepayment fee.
Reservations not cancelled three weeks (21 days) in advance forfeit all rental fees.

50% Discount Eligibility

To Carrboro Residents only for 100th Birthday party or 50th Wedding Anniversary

Recurring Reservations

- Patrons who rent the Century Hall 10 times or more per calendar year may pay a flat rate deposit of \$50 per calendar year.
- Any additional bookings are subject to 10% of the contract.
- All bookings for the calendar year must be completed on one contract. Each contract may include up to 12 reservations per calendar year applying this flat rate deposit.

Century Center Equipment

For the list of available equipment see “Audio-Visual Equipment and Service Fees”.

Century Hall Food Fee

Fee for all refreshments and/or food service activity which takes place in the Century Hall.

Food Fee = 5% (Total cost of hours Century Hall is rented Plus any additional AV rental fees, etc.)

Pre-Program overnight storage (example for wedding receptions deliveries)

\$100.00 per day Activity Rooms, first floor
\$175.00 per day – Century Hall

Overnight storage (only available when no events are scheduled after the event that requires storage)

\$50.00 per night – Century Hall
\$25.00 per night – Activity Rooms, first floor

Piano Tuning (beyond routine tuning 2x/yr.)

At cost

For the purpose of clarification:

1. Reservations are first come, first serve and subject to availability of space.
2. Rental payments not received 21 days prior to event will be assessed a \$25.00 late fee. Rentals will be cancelled if full balance of rental is not received 7 days prior to the event.
3. Groups renting the Century Hall for a single Private Event, with a rental length of 6 hours or more, may schedule a rehearsal in the Century Hall on any date prior to their event, if the space is available. In the case of rehearsals the Town will charge a prorated hourly rate instead of the full 3 hour minimum.
4. Space will not be held for ongoing events/programs until a contract has been signed, deposit received and the reservation has been confirmed.
5. Town of Carrboro retains all rights to sales and concessions taking place in the building. Event sponsors may sell only items that are associated with their activity with prior department approval. Event sponsors can sell items only within the room in which the activity is taking place.
6. Town Sponsored Events may include Orange County Local Government Board use, School Board Use and other Fee Waived Events as determined by the Town Manager. For more information read the “Requested Town-sponsored Event Interest Form.” located at <http://www.ci.carrboro.nc.us/DocumentCenter/View/709>.

Audio-Visual Equipment and Service Fees

Items with Fees:			
Item*	Fee Per Use	Number in Inventory	Comments
24 Channel Mixer (with use of CD/Cassette player)	\$40.00	1	usually used in Century Hall w/ Monitors
AM/FM/Cassette/CD Player	\$10.00	1	Portable - can be used in small rooms
Blu-ray/ DVD Player	\$10.00	1	typically used with LCD
CD Player	\$10.00	1	usually used with small sound board
Flip Chart with Paper	\$10.00	5	black
Handheld Wireless Microphone	\$10.00	2	usually used in Century Hall
Lapel Microphone	\$10.00	1	usually used in Century Hall
Laptop Computer	\$10.00	2	Typically used with LCD
LCD Projector (2,000 Lumens)	\$20.00	1	usually used in activity rooms
Panasonic LCD Projector (3,000 Lumens)	\$20.00	1	usually used in Century Hall
Available At No Charge:			
Item*	Inventory Number	Dimensions	Comments
4 Channel Sound Mixer, Small	1		
5' Rectangular Tables	15	30" x 60"	walnut table top
6' Adjustable Height Rectangular Tables	4	30" x 72"	white plastic top; adjustable height (use for children's classes, etc.)
6' Rectangular Tables	6	36" x 72"	walnut table top
AV Cart	1		extension chord needed
Chairs, Burgundy Vinyl	400		
Chairs, Children's Small	12		
Easel (no paper)	2		black
Flip Chart (no paper)	4		black
Floor Microphone Stands	12	10 Boom & 2 Regular	combination of straight and boom stands
Light Board	1		
Microphones - Wired	10		
Mounted Screen	1	Located in Century Hall	
Podium with Microphone	1		used with small sound board
Portable Screen	1		Located in Room 10
Round Tables	29	60" diameter	walnut table top
Small Plastic Rectangle table	1		white top
Small Round Table	1	22" diameter	unfinished color
Table Top Lectern	1		
Table Top Microphone Stands	5		
White Board Erasers	6		
White Board Markers	20	includes 1 color set	
Wooden Stool	1		
Service Fees	Fee (per hour)	Comments	
Piano Tuning	At cost	Beyond 2x/year	
*Note: All equipment is used within the facility for renters of the facility.			