

SPECIAL EVENTS - MEETINGS - PERFORMANCES



Rental Packet

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DOWNTOWN DURHAM'S INTIMATE, UNIQUE,
ART FILLED SPACE FOR EVERY OCCASION!

YOUR RENTAL HELPS SUPPORT LOCAL ARTS

1. Standard Event Room Rates



Venue (4-Hour Blocks)	Daytime Mon-Thurs	Evening/Weekend Fri-Sun	Additional Event Time
Adaron Hall	\$320	\$470	\$50 per hour
Allenton Gallery* <i>* must be combined with Pavilion</i>	\$360	\$620	\$50 per hour
Catering Kitchen	\$125	\$190	Priced per event
Duke Power Rehearsal Hall	\$285	\$440	\$50 per hour
Holmes Conference Room	\$90	\$105	\$25 per hour
IBM Rehearsal Hall	\$320	\$785	\$50 per hour
Pavilion with Balcony	\$485	\$1,020	\$50 per hour
Rand Board Room	\$120	\$165	\$25 per hour
Semans Gallery	\$360	\$620	\$50 per hour
Large Dressing Rooms	\$40 each	\$65 each	Priced per event

PSI Theatre

Complimentary Tech Day
Tech Fees not included. Must be reserved in advance along with all other event reservations.

Day	Room Rate	Required Tech Fee
Monday-Thursday	\$440 per day	\$50/hour \$65/hour after 8-hour day
Friday - Sunday	\$565 per day	\$50/hour \$65/hour after 8-hour day

Additional Services

- *Extended Building Hours (Events exceeding 9am-9pm M-Sat, 1pm-6pm Sun).....\$45 per hour
- *Facility Maintenance Fee.....\$1.00 per person
- Pavilion Traffic Reroute (not applicable for outside guests with ADA needs).....\$25 per hour
- *Alcohol Security (per 100 guests - 4 hour minimum).....\$40 per hour
- Overnight Storage Fee (if available).....\$50 per night
- *Cleaning fee.....\$25 per day
- Room Set-up (DAC equipment/furniture only)..... Complimentary

**Required if applicable*

Have a question? Send an email to DACfacilities@durhamarts.org!

2. Non-Profit Event Room Rates



Only applicable for organizations who identify as a **501(c)** non-profit.

Venue (4-Hour Block)	Nonprofit Organizations		NP Arts/Cultural Organization		Additional Event Time
	Daytime Mon-Thurs	Evening & Fri-Sun	Daytime Mon-Thurs	Evening & Fri-Sun	
Adaron Hall	\$250	\$395	\$190	\$300	\$40 per hour
Allenton Gallery <i>* must be combined with Pavilion</i>	\$290	\$465	\$220	\$350	\$40 per hour
Catering Kitchen	\$125	\$190	\$100	\$150	Priced per event
Duke Power Rehearsal Hall	\$210	\$365	\$155	\$275	\$40 per hour
Holmes Conference Room	\$85	\$95	\$60	\$70	\$20 per hour
IBM Rehearsal Hall	\$290	\$585	\$220	\$445	\$40 per hour
Pavilion with Balcony	\$415	\$745	\$315	\$565	\$40 per hour
Rand Board Room	\$95	\$125	\$70	\$95	\$20 per hour
Semans Gallery	\$290	\$465	\$220	\$350	\$40 per hour
Large Dressing Rooms	\$40 each	\$65 each	\$30 each	\$50 each	Priced per event

PSI Theatre

Complimentary Tech Day

Tech Fees not included. Must be reserved in advance along with all other event reservations.

Day	NP Room Rate	AC Room Rate	Required Tech Fee
Mon-Thurs	\$400	\$300	\$50/hour \$65/hour after 8-hour day
Fri - Sun	\$400	\$300	\$50/hour \$65/hour after 8-hour day

Additional Services

- *Extended Building Hours (Events exceeding 9am-9pm M-Sat, 1pm-6pm Sun)..... \$45 per hour
- *Facility Maintenance Fee.....\$1.00 per person
- Pavilion Traffic Reroute (not applicable for outside guests with ADA needs)..... \$25 per hour
- *Alcohol Security (per 100 guests - 4 hour minimum).....\$40 per hour
- Overnight Storage Fee (if available)..... \$50 per night
- *Cleaning fee.....\$25 per day
- Room Set-up (DAC equipment/furniture only)..... Complimentary

**Required if applicable*

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3. Services and Amenities

TABLES AND CHAIRS

Inventory	Table Type	Cost
9	6' Rectangle Table	\$3.00
15	8' Rectangle Table	\$3.00
16	60" Round Tables	\$10.00
1	36" Round Cake Table	\$5.00
6	30" Cocktail Tables	\$5.00
300	Cushioned Banquet Chairs	Complimentary

DAC DOES NOT PROVIDE TABLE LINENS OR DISHWARE

EQUIPMENT AND DECOR

Inventory	Item	Cost
1	Mahogany Finish Podium	\$35
10	Wooden Display Easel	\$5
1	Sound System w/ Microphone	\$225
1	Grand Piano (Tuning not included)	\$150
2	LCD Projector	\$150
2	Decorative Columns (pair)	\$25
2	Garden Arbor (Wood or White)	\$40

COMPLIMENTARY SERVICES

- DAC offers two hours to set up and one hour to break down directly before and after your event if available.
- Our staff will set up and breakdown DAC rented tables/chairs. You are welcome to provide your own floorplan and our staff will do our best to match your vision.

CATERING KITCHEN

Prep only - See rates for pricing

With the purchase of the Catering Kitchen, you may bring any caterer of your choosing for your special event as we do not have a preferred vendor list.

DAC's Catering Kitchen offers two ovens, two microwaves, four stovetop gas burners, 2 deep sinks, 2 carts, and counterspace. Client is responsible for catering kitchen cleaning at end of event.

PSI Theatre

We will provide a DAC hired Theater Technician to work with you to achieve the technical requirements for your event.

Technical support starts at \$50/hour and \$65/hour after exceeding an 8-hour day.

Technicians are required to be present for the entire duration of your theatre rental.

PSI Tech Specifications

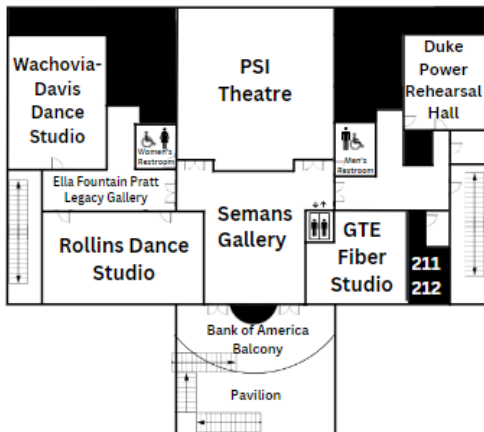
- 174 seating capacity (bolstered seats)
- Sprung Marley Stage Floor (flat)
- Lighting Grid
- Yamaha LS9 32-Channel Sound Board
- 3 x Microphone Packs (Handheld or Lav)
- Sanyo PDG-DHT8000L Projector
- Freight Elevator (6'2" wide x 7'8" deep x 8' high)

Have a question? Send an email to DACfacilities@durhamarts.org!

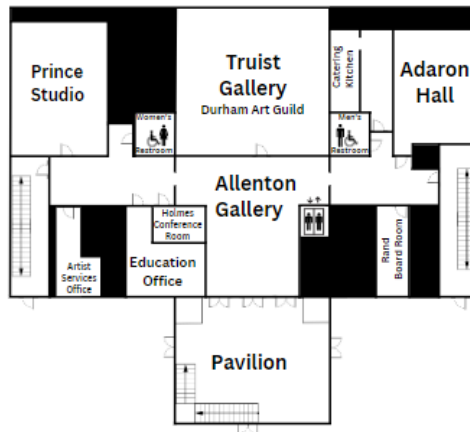
4. Room Details

Room	Capacity	Features
Adaron Hall	60 seated, 80 standing	Private room on Main Level next to catering kitchen featuring built-in projector screen.
Allenton Gallery	90 seated, 120 standing	Public Gallery located on Main Level featuring rotating collection of artwork. Can be combined with Pavilion.
Duke Power Rehearsal Hall	60 seated, 80 standing	Private room located on Upper Level featuring built-in projector screen and kitchenette. Grand piano cannot be moved.
Holmes Conference Room	8 seated only	Fixed conference room on Main Level with table and 10 cushioned chairs.
IBM Rehearsal Hall	120 seated, 150 standing	Large private room located on Lower Level with dance floor. Grand piano cannot be moved.
Pavilion with Balcony	90 seated, 120 standing	Grand public space located on Main Level featuring winding staircase, twinkle lights, and floor-to-ceiling windows.
Rand Board Room	14 seated only	Fixed conference room on Main Level with conference table and desk chairs. Comes with built-in projector screen.
Semans Gallery	90 seated, 120 standing	Public Gallery located on Upper Level featuring rotating collection of artwork. Can be combined with Pavilion.

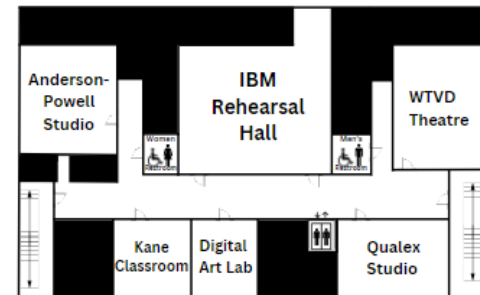
UPPER LEVEL



MAIN LEVEL



LOWER LEVEL



Have a question? Send an email to DACfacilities@durhamarts.org!

5. Frequently Asked Questions



HOW DO I SCHEDULE A TOUR?

Tours are appointment only. To schedule, email DACfacilities@durhamarts.org or call the front desk at (919) 560-2787. Tours are only available on weekdays from 10:00am to 4:00pm.

ARE ALL SPACES PRIVATE?

The Durham Arts Council is a public building that often has other programs happening simultaneously. The Pavilion and our galleries can potentially have traffic for other programs, so we cannot guarantee a private event for these spaces. You can add "**Pavilion Re-route Fee**" and our staff will put up signage and reroute outside guests to our side entrance. This fee does not guarantee absolute privacy, as guests with accessibility needs will still have the right to enter through the Pavilion. This service is only offered for those renting the Pavilion w/ Balcony.

WHAT ARE YOUR RENTAL HOURS?

Our building is open from 9:00am-9:00pm Monday through Friday and 1:00pm-6:00pm Sunday. We can offer an extension to close the building later for an additional \$45/hour, but events cannot exceed past 12:00AM.

DO WE HAVE TO CHOOSE FROM A LIST OF PREFERRED CATERERS?

No, we do not have a preferred list of caterers. If available, you are welcome to add the Catering Kitchen to your rental as well. This space is for prep only, but features ample counter space for plating, a large commercial refrigerator and freezer for storage, and commercial appliances for reheating.

CAN I HAVE AN EVENT WITH ALCOHOL?

For an additional fee, you may have an event with alcohol at the DAC. You will be required to obtain a One-Time Permit from the NC ABC Commission office.

WHERE CAN WE PARK?

There are multiple public lots surrounding the Durham Arts Council. Full Details for parking information can be found at durhamarts.org/visit

DOES DAC PROVIDE STAFF FOR MY EVENT?

DAC does not provide staffing during events beyond security. Please plan accordingly and consider this when deciding whether to rearrange the furniture in certain spaces during events. Your emergency contact during your event will be whoever is stationed at the front desk.

IS THERE A DEPOSIT REQUIRED? WHAT IF WE CANCEL?

We require a 50% deposit along with the contract, the remaining balance will be due a month prior to your event. We can provide a full refund less \$100 for events cancelled (written notice required) 90 days in advance. For full details on the cancellation policy, email DACfacilities@durhamarts.org

CAN WE MAKE CHANGES AFTER THE CONTRACT HAS BEEN MADE?

Any changes to your event must be notified to DAC Staff at least a week prior to your event and are not guaranteed. Unauthorized changes such as additional time or using an unauthorized space can result in added fees that will automatically charge the required credit card on file.

Have a question? Send an email to DACfacilities@durhamarts.org!