

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	\$335	\$495	\$55 per hour
Allenton Gallery* <i>* must be combined with Pavilion</i>	\$380	\$650	\$55 per hour
Catering Kitchen	\$130	\$195	Priced per event
Duke Power Rehearsal Hall	\$300	\$465	\$55 per hour
Holmes Conference Room	\$95	\$110	\$30 per hour
IBM Rehearsal Hall	\$335	\$825	\$55 per hour
Pavilion with Balcony	\$510	\$1,070	\$55 per hour
Rand Board Room	\$125	\$170	\$30 per hour
Semans Gallery	\$380	\$650	\$55 per hour
Large Dressing Rooms	\$50 each	\$75 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	\$465 per day	\$60/hour \$75/hour after 8-hour day
Friday - Sunday	\$595 per day	\$60/hour \$75/hour after 8-hour day

*For full details on PSI Theatre, please see page 3

Additional Services

- *Extended Building Hours (Events exceeding 9am-9pm M-Sat, 1pm-6pm Sun)..... \$55 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).....\$45 per hour
- Overnight Storage Fee (if available).....\$100 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		Durham County NP Arts/Cultural Organization		Additional Event Time
	Daytime Mon-Thurs	Evening & Fri-Sun	Daytime Mon-Thurs	Evening & Fri-Sun	
Adaron Hall	\$260	\$410	\$200	\$315	\$50 per hour
Allenton Gallery <i>*must be combined with Pavilion</i>	\$300	\$475	\$230	\$370	\$50 per hour
Catering Kitchen	\$130	\$195	\$105	\$160	Priced per event
Duke Power Rehearsal Hall	\$220	\$375	\$165	\$290	\$50 per hour
Holmes Conference Room	\$90	\$100	\$65	\$75	\$25 per hour
IBM Rehearsal Hall	\$300	\$600	\$230	\$470	\$50 per hour
Pavilion with Balcony	\$430	\$765	\$330	\$595	\$50 per hour
Rand Board Room	\$100	\$130	\$75	\$100	\$25 per hour
Semans Gallery	\$300	\$475	\$230	\$370	\$50 per hour
Large Dressing Rooms	\$50 each	\$75 each	\$35 each	\$55 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	Durham AC Room Rate	Required Tech Fee
Mon-Thurs	\$415	\$315	\$60/hour \$75/hour after 8-hour day
Fri - Sun	\$515	\$415	\$60/hour \$75/hour after 8-hour day

*For full details on PSI Theatre, please see page 3

Additional Services

- *Extended Building Hours (Events exceeding 9am-9pm M-Sat, 1pm-6pm Sun)..... \$55 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).....\$45 per hour
- Overnight Storage Fee (if available)..... \$100 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!

3. PSI Theatre Details



PSI Theatre features upholstered, raked, tiered seating for an audience of 174, with flexibility to add an additional front row up to 190 seats. This is a black box theater featuring a flat grey Marley floor. There is no lifted stage in the PSI Theatre.

Please see page 4 for Technical Specifications

PSI THEATER PACKET

Complimentary Tech Day: You are welcome to schedule one “Technical Day” in the PSI Theatre for rehearsals and technical meetings at no additional cost of the Room. Client will still be obligated to pay any additional fees, including the Required Tech Fee.

The Semans Gallery: A complimentary space on Event Days for PSI Theatre Rentals for ticketing only with two rectangle tables and four chairs. Any use of the Semans Gallery outside of general ticket sales (example: receptions, vendors, student sales, ect...) will require the room to be purchased for the entire duration of your Theatre Rental. **See page 1 & 2 for rates.**

Dressing Rooms: The two dressing rooms to stage left are dedicated to PSI Theatre and available to you for the duration of your rental of the theater. The two large dressing rooms to stage right are used by the building users and may be rented at an additional cost. **See page 1 & 2 for rates.**

PSI Theatre Policies

PSI Theatre Technician: A DAC hired technician must be present whenever the theater/backstage doors are unlocked. The technician has exclusive and final rights to make decisions regarding theater equipment. If more than one technician is needed, this should be communicated with DAC Facility staff at or before the time “tech packet” is returned and tech charges will be adjusted accordingly.

Food/Drink: No food or drinks (other than bottled water) are allowed in the theatre itself or the backstage areas. Client is responsible for disposing of any waste created by audience before rental ends.

Drapes/Hanging: Client may NOT hang, tape, nail, paint or otherwise attach anything to the drapes or cyclorama. All set/fixture/scenery hanging from the grid must be done by DAC staff.

Floors/Construction: Only temporary adhesive is permitted on theatre floors. Sets must be constructed outside of DAC Building. Installation of the set must be within rental agreement times.

House Seating/Theater Occupancy: Normal seating capacity for the theater is 174. Additional seating may be supplied with advance request to DAC Facility Staff. Fire safety regulations state that total occupancy of the theater must not exceed 200. This includes any persons on-stage or backstage. Monitoring of theater occupancy and fire safety regulation compliance is the responsibility of the client. DAC staff or the DAC technicians reserve the right to halt immediately a performance if they feel compliance with safety regulations has been broken.

Ticketing/Box Office: The Durham Arts Council does not have a box office. Ticket sales are managed solely by theater client. We will not have staff onsite to assist with ticketing, concessions, or ushering. Please plan accordingly when preparing for your event.

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

4. Services and Amenities



TABLES AND CHAIRS

Inventory	Table Type	Cost	Linen Guide
9	6' Rectangle Table	\$3.00	90"x132"
15	8' Rectangle Table	\$3.00	90"x156"
16	60" Round Tables	\$10.00	120" Round
1	36" Round Cake Table	\$5.00	120" Round
6	30" Cocktail Tables	\$5.00	90" Round
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	Decorative Arbor	\$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 \$60/hour and \$75/hour after exceeding an 8-hour day.

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

*For full details on PSI Theatre, please see page 3

PSI Tech Specifications

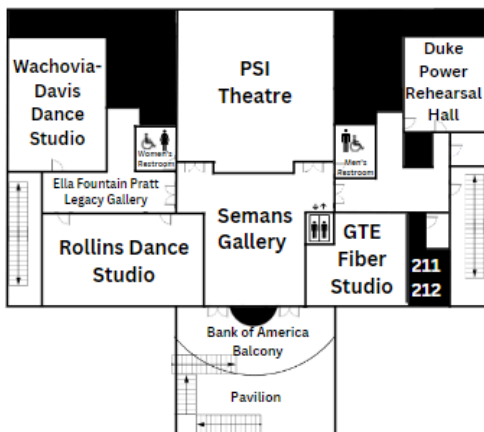
- 174 seating capacity (bolstered seats)
- Sprung Marley Stage Floor (flat)
- Lighting Grid
- Yamaha LS9 32-Channel Sound Board
- 3 x Microphone Packs (Handheld or Lav)
- Sanyo PDG-DHT8000L Projector
- Freight Elevator (6'2" wide x 7'8" deep x 8' high)

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

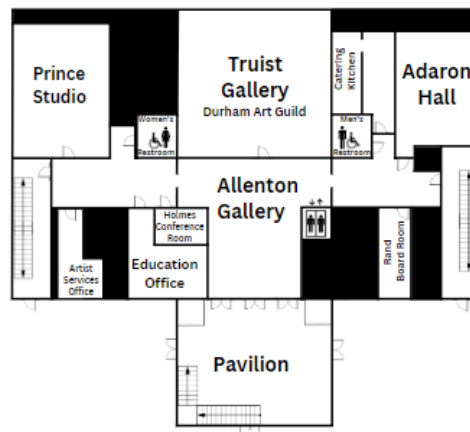
5. Room Details

Room	Capacity	Features
Adaron Hall 1107 Sq Ft./41' x 27'	60 seated, 80 standing	Private room on Main Level next to catering kitchen featuring built-in projector screen.
Allenton Gallery 1317 Sq Ft./ Irregular Shape	90 seated, 120 standing	Public Gallery located on Main Level featuring rotating collection of artwork. Must be combined with Pavilion.
Duke Power Rehearsal Hall 1148 Sq Ft./41' x 28'	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 196 Sq Ft./ 14' x 14'	8 seated only	Fixed conference room on Main Level with table and 10 cushioned chairs.
IBM Rehearsal Hall 2296 Sq Ft./56' x 41'	120 seated, 135 standing	Large private room located on Lower Level with dance floor. Grand piano cannot be moved.
Pavilion with Balcony 1435 Sq Ft./41' x 35'	90 seated, 120 standing	Grand public space located on Main Level featuring winding staircase to balcony overlooking Downtown Durham, twinkle lights, and floor-to-ceiling windows.
Rand Board Room 450 Sq Ft./15' x 30'	14 seated only	Fixed conference room on Main Level with conference table and desk chairs. Comes with built-in projector screen.
Semans Gallery 1246 Sq Ft./ Irregular Shape	90 seated, 120 standing	Public Gallery located on Upper Level featuring rotating collection of artwork. Can be combined with Pavilion.

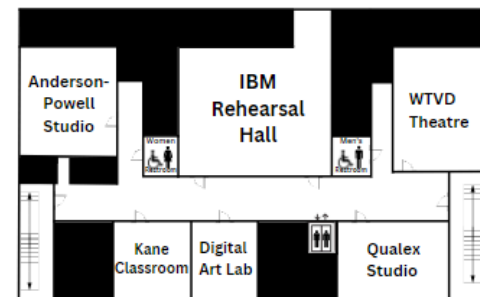
UPPER LEVEL



MAIN LEVEL



LOWER LEVEL



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

6. 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 Saturday and 1:00pm-6:00pm Sunday. We can offer an extension to close the building later for an additional \$55/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 www.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 \$250 for events cancelled (written notice required) 120 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!