SPECIAL EVENTS - MEETINGS - PERFORMANCES

FACILITY RENTAL INFO PACKET

Pick your Date and Rental Space

Get a Quote!

Ready to Book? Sign and Pay!

Email DACEvents@durhamarts.org to get started!

YOUR RENTAL HELPS SUPPORT LOCAL ARTISTS AND ORGANIZATIONS!

Updated 8/12/2026

Standard Event Room Rates

Priced for 4-Hour Blocks with Complimentary 2-hour set-up & 1-hour load-out.

Venue	Capacity & Description	Daytime Mon-Thurs	Evening & Fri-Sun
Adaron Hall 1107 Sq Ft./41' x 27'	**60 Seated, 70 Standing** Private room on Main Level with built-in projector screen.	$335	$495
Allenton Gallery 1317 Sq Ft./ Irregular Shape	**90 Seated, 120 Standing** Public Art Gallery located on Main Level.	$380	$650
Catering Kitchen (No Preferred Catering List)	Small Kitchen with oven, microwaves, four stovetop gas burners, 2 deep sinks, 2 carts, and counterspace.	$130	$195
Duke Power Rehearsal Hall 1148 Sq Ft./41' x 28'	**60 Seated, 70 Standing** Private room located on Upper Level with built-in projector screen.	$300	$465
Holmes Conference Room 196 Sq Ft./ 14' x 14'	**8 Seated Only** Glass conference room on Main Level with round table.	$95	$110
IBM Rehearsal Hall 2296 Sq Ft./56' x 41'	**120 Seated, 135 Standing** Large Private Room on Lower Level with Grand Piano.	$335	$825
Pavilion with Balcony 1435 Sq Ft./41' x 35'	**90 Seated, 120 Standing** Grand Entrance feat. large windows and winding staircase.	$510	$1,070
Rand Board Room 450 Sq Ft./15' x 30'	**14 Seated Only** Conference Room with long table and projector screen.	$125	$170
Semans Gallery 1246 Sq Ft./ Irregular Shape	**90 Seated, 120 Standing** Public Art Gallery located on Upper Level.	$380	$650
Large Dressing Rooms	Private Dressing Room with makeup counters, shower, mirrors.	$50 each	$75 each

Non-Profit Event Room Rates (for registered 501(c) non-profits only)

Priced for 4-Hour Blocks with Complimentary 2-hour set-up & 1-hour load-out.

Venue	Capacity & Description	Daytime Mon-Thurs	Evening & Fri-Sun
Adaron Hall 1107 Sq Ft./41' x 27'	**60 Seated, 70 Standing** Private room on Main Level with built-in projector screen.	$260	$410
Allenton Gallery 1317 Sq Ft./ Irregular Shape	**90 Seated, 120 Standing** Public Art Gallery located on Main Level.	$300	$475
Catering Kitchen (No Preferred Catering List)	Small Kitchen with oven, microwaves, four stovetop gas burners, 2 deep sinks, 2 carts, and counterspace.	$130	$195
Duke Power Rehearsal Hall 1148 Sq Ft./41' x 28'	**60 Seated, 70 Standing** Private room located on Upper Level with built-in projector screen.	$220	$375
Holmes Conference Room 196 Sq Ft./ 14' x 14'	**8 Seated Only** Glass conference room on Main Level with round table.	$90	$100
IBM Rehearsal Hall 2296 Sq Ft./56' x 41'	**120 Seated, 135 Standing** Large Private Room on Lower Level with Grand Piano.	$300	$600
Pavilion with Balcony 1435 Sq Ft./41' x 35'	**90 Seated, 120 Standing** Grand Entrance feat. large windows and winding staircase.	$430	$765
Rand Board Room 450 Sq Ft./15' x 30'	**14 Seated Only** Conference Room with long table and projector screen.	$100	$130
Semans Gallery 1246 Sq Ft./ Irregular Shape	**90 Seated, 120 Standing** Public Art Gallery located on Upper Level.	$300	$475
Large Dressing Rooms	Private Dressing Room with makeup counters, shower, mirrors.	$50 each	$75 each

Durham Arts and Cultural Non-Profit Event Room Rates

Priced for 4-Hour Blocks with Complimentary 2-hour set-up & 1-hour load-out.

Venue	Capacity & Description	Daytime Mon-Thurs	Evening & Fri-Sun
Adaron Hall 1107 Sq Ft./41' x 27'	**60 Seated, 70 Standing** Private room on Main Level with built-in projector screen.	$200	$315
Allenton Gallery 1317 Sq Ft./ Irregular Shape	**90 Seated, 120 Standing** Public Art Gallery located on Main Level.	$230	$370
Catering Kitchen (No Preferred Catering List)	Small Kitchen with oven, microwaves, four stovetop gas burners, 2 deep sinks, 2 carts, and counterspace.	$105	$160
Duke Power Rehearsal Hall 1148 Sq Ft./41' x 28'	**60 Seated, 70 Standing** Private room located on Upper Level with built-in projector screen.	$165	$290
Holmes Conference Room 196 Sq Ft./ 14' x 14'	**8 Seated Only** Glass conference room on Main Level with round table.	$65	$75
IBM Rehearsal Hall 2296 Sq Ft./56' x 41'	**120 Seated, 135 Standing** Large Private Room on Lower Level with Grand Piano.	$230	$470
Pavilion with Balcony 1435 Sq Ft./41' x 35'	**90 Seated, 120 Standing** Grand Entrance feat. large windows and winding staircase.	$330	$595
Rand Board Room 450 Sq Ft./15' x 30'	**14 Seated Only** Conference Room with long table and projector screen.	$75	$100
Semans Gallery 1246 Sq Ft./ Irregular Shape	**90 Seated, 120 Standing** Public Art Gallery located on Upper Level.	$230	$370
Large Dressing Rooms	Private Dressing Room with makeup counters, shower, mirrors.	$35 each	$55 each

NetFriends Theatre

Our theatre features upholstered, raked, tiered seating for an audience of 174. This is a black box theater featuring a flat grey Marley floor.

Day	Standard Rate	Non-Profit Rate	Durham Arts NP Rate
Mon-Thurs	$465	$415	$315
Fri-Sat	$595	$515	$415

ADDITIONAL REQUIRED FEES

Technical Service Fee.....$80/hour
Technical Service Overtime Fee (After 8 Hour Day).....$95/hour
Cleaning Fee.....$25/day
Facility Maintenance Fee.....$1/Head

WHAT'S INCLUDED

Complimentary Tech Day: You are welcome to schedule one "Technical Day" in the 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 the 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.

Dressing Rooms: The two dressing rooms to stage left are dedicated to the 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.

Theatre Policies

Theatre Technician: A DAC contracted technician must be present for the full duration of your rental. 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.

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 cannot exceed 200 total. 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.

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 Technician.

Floors/Contruction: Temporary adhesive is permitted on theatre floors. Sets must be constructed outside of DAC Building. Installation of set must be within rental times.

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.

Ticketing/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.

TECH SPECIFICATIONS

- 174 seating capacity (bolstered seats)
- Sprung Marley Stage Floor (flat)
- Elation Onyx Lighting Console
- Allen & Heath SQ5 Sound Board
- 3 x Microphone Packs (Handheld or Lav)
- Panasonic Laser Projector
- Freight Elevator (6'2" wide x 7'8" deep x 8' high)

Additional Fees & Services

*Required if applicable

Additional Event Time (for Room Rentals exceeding 4-hour Event Time)..... $50 per hour
*__Extended Building Hours__ (Events exceeding 9am-9pm M-Sat, 1pm-6pm Sun)..... $55 per hour
*__Facility Maintenance Fee__..... $1.00 per head
Pavilion Traffic Reroute (not applicable for outside guests with ADA needs)..... $25 per hour
*__Alcohol Security__ (per 100 guests - 4 hour minimum)..... $55 per hour
Overnight Storage Fee (if available)..... $100 per night
*__Cleaning fee__..... $25 per day
Room Set-up (DAC equipment/furniture only)..... Complimentary

Furniture Rental

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
150	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	LCD Projector	$150
1	Grand Piano (Tuning not included)	$150
1	Decorative Columns (pair)	$25
1	Decorative Arbor	$40

Complimentary Services

Our staff will set up and breakdown DAC rented tables/chairs. You are welcome to provide your own layout design and DAC staff will do our best to match your vision.

If time allows, we offer 2-hours before for set-up and 1-hour after to load-out at no extra charge included in your 4-hour Rental Block.

Catering Kitchen

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.
See Rate Sheet for pricing.

Frequently Asked Questions (FAQ)

HOW DO I SCHEDULE A TOUR?

Tours are appointment only. To schedule, email DACevents@durhamarts.org

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.

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.

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 commerical refridgerator and freezer for storage, and commerical 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 and have a licensed bartender on site.

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 DACEvents@durhamarts.org

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

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.