

Cary Arts Center
THEATRE RENTAL GUIDE



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INTRODUCTION

We appreciate your interest in renting the historic auditorium at the Cary Arts Center in Cary, North Carolina. Whether for a theatrical production, a dance recital, business meeting, or a variety of other uses, the Cary Arts Center auditorium is a unique space capable of meeting almost any event need.

This packet will introduce you to the theatre, the rental process and guidelines that will help us serve you.



OVERVIEW OF THE CARY ARTS CENTER

The Cary Arts Center is located at 101 Dry Avenue in Cary, NC.



The Cary Arts Center opened in 2011 and is housed in the former Cary High School—North Carolina’s first public high school. Cary High School was established in 1896; this building was erected in 1939. Today, the Cary Arts Center hosts classes, lectures, workshops, performances, and special events and has become a destination for visual, studio, and performing arts in downtown Cary. The Cary Arts Center provides rental space including the theatre and select rooms. The theatre features:

- Plush, comfortable seating with ample leg room
- Excellent acoustics
- A superb sound system and a full complement of microphones
- Professional lighting equipment and inventory
- Dressing rooms and a green room

With few exceptions, **all the auditorium’s technical equipment, including lighting and amplification is available as part of our standard rental package.** A complete list of technical equipment is available in the [Theater Technical Specifications](#), though subject to change without notice. Please confirm any specific equipment requirements with the Technical Operations Program Supervisor.

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EVENT SERVICES

The Cary Arts Center's event services distinguish itself from other venues. To give you the best possible experience, we offer the following:

Production Staff: The Cary Arts Center maintains an active roster of stagehands to accommodate your technical needs. Please discuss your needs with the Technical Operations Program Supervisor.

House Management: Our professional House Managers will lead your volunteer ushers to accommodate the needs of patrons at your event.



Ticketing Services: All ticketed events at the Cary Arts Center are routed through our Box Office, facilitating walk-up, phone, and internet sales customized to meet your needs. Our Box Office staff will handle ticket sales and oversee Will Call the night of your event.

The Box Office is located at The Cary Theater (122 E. Chatham St in Downtown Cary). The hours of operation are T-F, 11

a.m.-6 p.m. and Sat, 10 am.-1 p.m.

Bar and Concessions Sales: The Cary Arts Center offers a bar and concessions area, serving soda, beer, wine, and snacks.

Security: The Cary Arts Center facilitates security services and reserves the right to determine if security is needed for your event.

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BOX OFFICE SERVICES

For ticketed events, the Cary Arts Center requires that rental clients utilize our box office. We offer customized operations to meet your ticketing needs, including:

- **Multiple Ticket Pricing Options**
 - Choose the ticket codes, pricing, and levels that best fit your event
 - Implement discounts as you see fit
- **Consignment Sales**
 - Consign and sell a limited number of tickets
- **Complimentary Tickets**

We use a special [Ticket & Event Questionnaire](#) so you can provide us information needed for your event. (The form is located on the bottom of this webpage.)

Ticketing Fees

Sales Tax: A sales tax of 7.25% applies to the base ticket price of each ticket sold. This expense is passed on to the ticket buyer. This is part of the tax reform legislation passed by the North Carolina General Assembly which broadened the base of services to which sales tax would be applied, including admissions to 'live entertainment'.

Box Office Services Fee: There is a \$1.85 per ticket charge for each ticket issued or sold. *This fee does not apply to the first 25 complimentary (comp) tickets per performance.* This fee helps cover the cost of box office administration and operations, including consultation, ticket creation, ticket stock, box office staffing for advance and event day ticket sales, reconciliation, tax remittance, and check disbursements. This expense is passed on to the rental client. (If your ticket price is \$20, \$18.15 will go to the renter and \$1.85 will go to the Cary Arts Center.)

Convenience Charges: There is a \$2 per ticket convenience charge for tickets purchased on-line or by phone through eTix. The 7.25% sales tax also applies to these convenience fees. This expense is passed on to ticket buyers. (If a customer purchases two \$20 tickets online, the customer will pay \$44 + tax.) If the customer chooses to have the tickets mailed to them (as opposed to printing the ticket at home or picking up at Will Call), there is an additional \$2.50 handling fee.

In summary, it is in the customer's best financial interest to purchase tickets in person at our box office. However, there are multiple ways to obtain tickets for the convenience of the customer.

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To ensure an optimum event experience, all rental clients must adhere to the following policies when planning a ticketed event at the Cary Arts Center:

- All ticketed events must utilize the Town of Cary box office. Rental clients are not permitted to print or utilize their own tickets for any event at the Cary Arts Center.
- Consignment sales are issued at the discretion of the Audience Development Program Specialist. Consignment tickets are only available for a) General Admission seating or b) Reserved Seating when there is only one ticket price. Consignment sales volume and deadlines for settlement are determined on a per-event basis. (No more than 100 consignment tickets can be printed at one time for each performance.)
- Complimentary ticket lists may be submitted with the Ticket & Event Questionnaire or to box office staff no less than one week in advance of the event.
- All box office sales are final.
- No tickets will be held without payment.
- Should inclement weather or an act of God cause the undue cancellation of a performance, the box office will offer the patron the following choice:
 - Exchange pre-sold tickets to the cancelled performance for another performance.
 - Offer refunds to patrons if they are unable to attend another performance or when another performance is not an option.
- Cancellation decisions will be made jointly between the rental client and the Operations & Program Supervisor-Theater.
- Collection of ticket buyer information:

The Town of Cary is restricted from sharing electronic mail lists by NC Statute 132-1.13. Town employees may use such lists for the following purposes only:

 - For transactional communications
 - To notify patrons of an emergency to public health or public safety (i.e. inclement weather)
 - To notify patrons of a canceled event and/or details that are pertinent to an event

The email lists are open to the public for inspection—not to be copied or provided. The requester can make an appointment to look at the list at a computer but cannot take notes or take any pictures. If patron or guest lists are needed, the renter or outside agency should make arrangements to collect the data on their own.

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THEATRE SEATING

Featuring a traditional proscenium alignment, the Cary Arts Center auditorium has 393-fixed seats. Additional seating can be added in Row AA and along the Parterre to offer a maximum capacity of 431. The theatre has accessible seating along the Parterre and in Row N. A breakdown of seating capacity by area is as follows:
Orchestra Seating: 13 Rows, 282 Seats
Loge Seating: 5 Rows, 108 Seats
Row AA (Additional Seating): 15 Seats
Parterre-Right (Additional Seating): 16 Seats
Parterre-Left (Additional Seating): 10 Seats



Total Seating Capacity: 431

The front of the auditorium house features an area that can be extended to add more staging, can be used for musicians, or to add more seating. During most events, this area remains at house level. While it is possible to move this stage extension up or down to accommodate certain performances, please speak with the Technical Operations Program Supervisor to determine what the right decision is for your event.

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Performance Hall Seating Chart

 Orchestra Seating

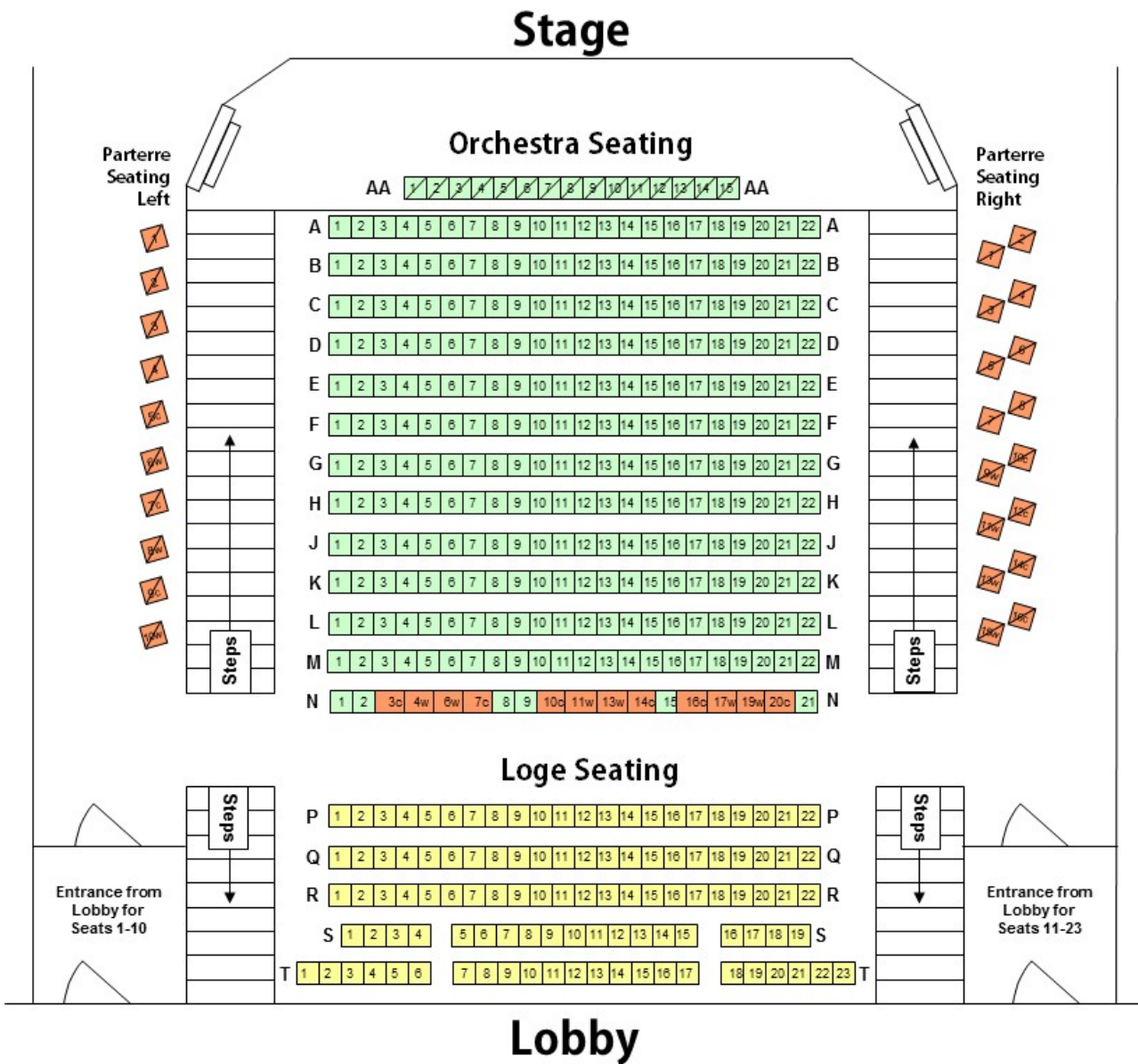
 Loge Seating

 Parterre Seating

 Row AA and Parterre Seating feature removable seating and may not be available for every show.

 Row N and Parterre Seating provide accessible seating options to patrons with physical or mobility needs.

Full Capacity: 431 • Standard Capacity: 416 (no Row AA)



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THEATRE RENTAL PRICING

Private or Public (noncultural) Rentals

Cary Residents:

\$600 for 5 hours + \$100/each additional hour

Non-Cary Residents:

\$900 for 5 hours + \$150/each additional hour

Theatre Performance & Reception Package: \$2,300

*Package includes: 10 hours of theatre use (same day or split between 2 days),
1 additional house manager, 10 hours of stagehand labor (3 technical assistants),
1 additional room. Additional fees may apply.*

Cary-based Cultural Organizations

Facility Resident Organizations

Performances in theatre = \$450 for 5 hours + \$70/each additional hour

Rehearsals/Set up in theatre =

*Up to 3 days of rehearsal/set up in theatre at no cost. (day=5 hours)

1 day of performance in theatre = 1 day of rehearsal/setup in theatre at no cost

2 days of performances in theatre = 2 days of rehearsals/set up in theatre at no cost

3 days of performances in theatre = 3 days of rehearsals/set up in theatre at no cost

**For any additional rehearsals needed in the theatre above what you are given at no cost, the cost will be 50% off the Facility Resident Organization rate listed above. This 50% discount is not applicable for additional hours.

Non Facility Resident Organizations

Performances in theatre = \$450 for 5 hours + \$70/each additional hour

Rehearsals/Set up in theatre = \$225 for 5 hours + \$70/each additional hour

For All Rentals

Rentals booked within 30 days are approved at the discretion of the Operations & Program Supervisor-Theatre and are subject to a 20% additional charge.

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THEATRE RENTAL PAYMENT PLAN

Payment Plan

Damage Deposit. A \$500 refundable damage deposit is required to secure your rental. *For Cary-based Cultural Groups: some events may only require a \$250 refundable damage deposit.* The deposit is due *with receipt of your signed contract.*

Damage Deposit:

- If no additional charges were incurred, your deposit will be processed and sent to you within 15 business days, following your event.
- Should damages/overages occur, an itemized statement of repairs or charges will be provided via email noting any refund due.
- Should damages/overages exceed your damage deposit, an invoice will be sent with an itemized statement of repairs and/or overages. Payment will be due 15 days following the receipt of your itemized statement.

Final Payment:

Your final balance is due *no later than thirty (30) days prior to your first rental date.*

Cancellations

- Cancellations may be initiated by the party up to *ninety (90) days prior to scheduled use* without liability.
- Cancellations made *within ninety (90) days of the scheduled use* will result in forfeiture of the damage deposit. Changing the rental date within ninety (90) days of the reserved date is processed as a cancellation.
- No cancellations will be accepted *within five (5) working days of the scheduled usage.* A renter making a cancellation *within five (5) working days of usage* will be liable for payment of all rental fees and other charges in full.
- All cancellation notices must be submitted in writing to the Operations & Program Supervisor-Theater. (Email is acceptable.)
- The Cary Arts Center maintains a right-to-cancel at all times. In rare circumstances the Cary Arts Center may cancel a theatre reservation. In the event of a cancellation, every attempt will be made to give all affected groups as much advance notice as possible and to reschedule the reservation to a mutually agreed date. If the event cannot be rescheduled, the Cary Arts Center would refund any money paid towards the rental reservation. The Cary Arts Center does not accept any financial liability for the cancellation of a reservation, such as marketing fees, artists' fees, etc.

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INCLUDED IN THEATRE RENTAL

Dressing Rooms & Green Room

Backstage areas

Basic cleaning costs (Note: Excessive cleaning costs will be passed along to the renter.)

One House Manager

Box Office Personnel

Bar and Concessions Services (if event has an intermission and food is not being served by renter)

EQUIPMENT INCLUDED IN THEATRE RENTAL

For detailed information on the technical equipment and capabilities of the theater please see the [Technical Specifications document](#)—also available by request from the Technical Operations Program Supervisor.

Lighting

The Cary Arts Center features a comprehensive lighting package. Dimming and control is achieved via an ETC Ion console on a NET3 network. With the exception of the first electric, all over stage distribution is achieved through 6 cct multi-cable originating from the SL and SR Midrails. All inventory is subject to change.

A rep plot, available from the Technical Operations Program Supervisor, is the standard light hang in the Cary Arts Center. All additions and changes for any production must be approved in advance. No color media, beyond what is in the current rep plot, is provided as part of a rental. Any changes to the rep plot must be restored by the end of the rental period. The rep plot is extremely flexible and can fulfill the needs for a majority of events. It is expensive to strike, re-hang, and restore a plot in the facility, so please consider the needs of your event carefully.

Sound

The Cary Arts Center is equipped with a high quality, LCRS system designed to support a wide variety of events. The system is controlled through a Yamaha CL3. Inputs are available at the console and onstage.

Any company wishing to use their own console may provide a L/R signal, however all arrangements must be negotiated in advance.

Rigging and Soft Goods

The Cary Arts Center stage features 24 single line sets in a single counterweight system. A full set of standard theater curtains, including legs, borders, cyc, scrim, etc. is also available to support your event.

Other Equipment Available to Use

Please request the following equipment no less than one month prior to your rental date.

- Piano: The Cary Arts Center houses two upright pianos and a baby grand piano [7-ft. Steinway, Model B (Black)]. *Facility reserves the right to determine the piano most suitable for your event. (see fees next page)*
- Marley floor *(see fees next page)*
- Podium
- Music Stands
- Projector & Projection Screen

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ADDITIONAL FEES

Technical Assistants (TA)	\$30/hour (base rate – overtime charges additional)
TA for Cary-based Orgs.	\$15/hour (base rate – overtime charges additional)
<i>At least one Technical Assistant is required for the duration of your event. Additional Technical Assistants are added as required by the Technical Operations Program Supervisor. Production staff will be required any time the following equipment are in use: theatrical lighting; sound reinforcement; stage rigging; media and projection equipment; any other equipment deemed necessary by the Cary Arts Center Technical Operations Program Supervisor. Technical Assistants work a minimum of 4 hours and cannot work more than 5 hours without a meal break.</i>	
Front of House Staff	Free of Charge
<i>House Manager and/or Box Office Manager</i>	
Additional Front of House Staff	\$15/hour
Security (if required)	\$30/hour (rates are subject to change without notice)
Usage of Steinway piano	\$150
Upright piano tuning	\$125
Use of Marley floor	\$200
Console Feed (for videographer)	\$15
Apron	\$200 (If your group requires the apron to be at a specific level, a \$200 fee may apply.)
Catering Buyout	\$200 (see page 20 for more information)
Concession Services	\$50 (per event day)
Cleaning fee	Minimum of \$100
<i>A minimum \$100 cleaning fee will be incurred when renter does not restore rooms or clean spaces appropriately.</i>	
Renting Outside Operating Hours	\$25/hour; <i>an additional \$25/hour fee will apply on Town designated holidays</i>
Theatre Dark Day	\$200 (per day)

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THEATRE RENTAL PROCESS (Step by Step)

Please use the rental process outlined below as a helpful guide for your rental of the Cary Arts Center auditorium:

- 1) Call or email the Cary Arts Center Operations & Program Supervisor-Theater to introduce yourself, your business, and/or your organization and your rental interests. It's best to initiate your rental inquiry as soon as possible to have the most flexibility with dates.
- 2) Schedule a time to tour the facility with Cary Arts Center staff, keeping in mind your event needs.
- 3) If the Cary Arts Center seems like the right venue for your event, contact the Center to inquire about dates and continue the rental process by completing a [Theatre Rental Request Form](#).

Rentals booked within 30 days are approved at the discretion of the Operations & Program Supervisor-Theater and are subject to a 20% additional charge. Events occurring on dates the arts center is closed must be booked 90 days in advance.

- 4) When the rental terms are acceptable, the Operations & Program Supervisor-Theater will draft a rental contract. The initial contract will provide you with our best estimate for your rental based on the information you provide at the time you sign the contract. This estimate will not account for additional charges which may arise after signing including: added services, additional equipment rental, damages, or unanticipated additional rental hours.
- 5) Return to the Operations & Program Supervisor-Theater the required deposit and a signed copy of the contract.
 - The required refundable security deposit is \$500 for all renters. (Cary-based Cultural Groups see page 8.)
 - Failure to sign the contract or pay the deposit in a timely manner may result in cancellation.
- 6) When applicable, the contract will be accompanied by a [Ticket & Event Questionnaire](#) sent by the Audience Development Program Specialist. Complete and submit the Ticket & Event Questionnaire to the Audience Development Program Specialist at least five business days prior to your desired opening sales date. You may also request to consign a number of tickets for remote sale when submitting this form. (Please read the information about consignment tickets on page 5.)
- 7) (Mandatory) Obtain a certificate of insurance for your company or organization, including the **Cary Arts Center named as an additional insurer**, and if applicable, proof of worker's compensation. Minimum insurance requirements: 2 million per occurrence.
- 8) Contact the Operations & Program Supervisor-Theater to schedule your required production meeting(s).

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- Production meetings must be scheduled and occur at least four weeks before the first day of theatre use. Paperwork, including lighting plots, ground plans, schedules, etc. may be required by the Technical Operations Program Supervisor and will be due at a specified date in advance.
 - Please request the [Theater Technical Specification document](#) for more information.
- 9) Attend the scheduled production meeting with the Technical Operations Program Supervisor and Operations & Program Supervisor-Theater, addressing all technical and logistical aspects of your event including setting the schedules for your rehearsal and event date(s).
 - 10) At least one week before the first event or performance, submit to the Audience Development Program Specialist a list of any complimentary tickets you wish for the box office to hold. Please include the full name of each person picking up the comp ticket(s), the date the person will attend your event (if you are producing multiple shows), and the number of tickets they are being comped.
 - 11) Return any consignment tickets or consignment sales revenue to the Box Office according to the schedule you coordinated with the Audience Development Program Specialist.
 - 12) Your rental fee balance must be received by the date indicated on the contract. If the rental fee is not paid in full prior to the required date, you will NOT be permitted to use the facility for your scheduled event or potentially future events. This is a firm policy.
 - 13) It's time for your event! According to the schedule outlined in the contract, load-in, execute your event or performances, and load-out.
 - 14) *(For all events)*: Following your event, the Operations & Program Supervisor-Theater will contact you regarding your damage deposit, noting any charges or overages. Any refunds from your damage deposit will be processed and returned within 15 business days (M-F). Please allow for additional time for events around the holidays.
 - 15) *(For ticketed events)*: After the closing of an event or performance, a settlement report will be mailed to you. The report will include your total revenue minus the 7.25% sales tax and minus the \$1.85 per ticket surcharge that goes back to the Cary Arts Center. Review this report, and discuss any questions or concerns with the Audience Development Program Specialist. Within 15 business days (M-F) of the development of your settlement report, the Cary Arts Center will have a check prepared and mailed to you in the amount of your net revenue. Take your well-earned money!

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TECHNICAL SERVICES AND GENERAL POLICIES

1A. Access: Each day of your event your primary contact is required to check in at the Front Desk unless otherwise instructed. No persons or items may enter your reserved spaces before this check-in occurs. No equipment or show-related materials may be delivered before your load-in or first scheduled date in the theatre unless prior arrangements have been made with the Technical Operations Program Supervisor. All equipment and show-related materials must be removed immediately after the final performance unless arrangements have been made with the Technical Operations Program Supervisor prior to load-out. Access must be mutually agreed upon in advance. No activity will be allowed on the stage, grid, fly loft, loading galleries, “pit”, control booths, sound booths, dimmers rooms, amp rooms, or other technical support areas unless there is at least one member of the stage crew present.

1B. Children: Any performance with children under the age of 18 will require chaperones: one adult for every ten children. Performers and/or crew cannot work as chaperones. The Cary Arts Center does not provide chaperones.

1C. Conduct: The renter is responsible for the conduct of all individuals involved in the event.

1D. Capacity: Renter must adhere to maximum capacity in all rented and public spaces.

2. Damage: Presenters are responsible for all damages to the facility and its equipment during the engagement. The Cary Arts Center is not responsible for any personal property or outside rental equipment brought into the facility.

3. Safety: It is the responsibility of everyone to ensure a safe work environment. The Cary Arts Center stage crew will not allow activity that they deem to be unsafe.

4. Accessibility/Clearance: At all times, elevators, sidewalks, passages, aisles, hallways, doorways, and stairwells must remain clear of obstruction. Consult with the Technical Operations Program Supervisor or the stage crew for specific requirements. While this policy applies building wide, it is especially important that the yellow striped areas in the loading dock are clear at all times—even during load-in and load-out. Please keep this in mind when creating your event. In addition, exit lights and/or any other lights necessary for the safe occupancy of the building shall not be obstructed in any way.

5. Fire Pyrotechnics and Radiation: The use of fire, pyrotechnics, radiation (lasers) and other potentially dangerous effects must be approved in advance by the Technical Operations Program Supervisor and the Fire Marshal. The Technical Operations Program Supervisor or a designee must be in attendance during the Fire Marshal’s inspection and permit approval. It is the responsibility of the renter to secure all applicable permits and schedule the inspection with the Technical Operations Program Supervisor. Liability for these effects is solely the renter’s responsibility. A copy of all permits pertaining to the Pyrotechnics or Radiation effects must be provided to the Technical Operations Program Supervisor before the effects can be used. A fireman may be required to be onsite at the renter’s expense.

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6. Smoking: Smoking is prohibited throughout the Cary Arts Center, except in those areas designated as a smoking area.

7. Food and Drink: No food or drink is allowed in the auditorium unless it is specifically used as part of a theatrical presentation or purchased from the Cary Arts Center's Concessionaire. All food products used in a theatrical presentation must be approved by the Technical Operations Program Supervisor and proper cleaning supplies must be provided by the renter in case damage is done to the stage/floor.

8. Alterations: Building structure alterations of any kind are not permitted without the written approval of the Technical Operations Program Supervisor. Alterations include holes, traps, additional projection booths, and supports. The renter, at the conclusion of the performance run, must restore any approved alterations to its original condition.

9. Painting and Set Construction. Renter's sets must be built and painted offsite (not in the theatre) and broken into sizes that will fit into the Cary Arts Center's loading dock before loading into the Cary Arts Center theater. Basic assembly/repair may occur in the scene assembly area.

Scenery Construction Guidelines

If you are unfamiliar with the construction of scenery, we highly recommend 'Scenery Construction: A Handbook' by Bill Raoul. ISBN 0911747389. This book covers a number of scenery construction techniques for building safe, economical and reusable scenery.

Please keep in mind the following guidelines during the planning and construction phases of your event:

- Onsite scenery storage is limited. As such, scenic moves and shifts during a show generally require a high degree of choreography. With this in mind, a scenery ground plan that also shows storage of unused pieces may be required.
- Cardboard may not be used as a scenic element unless it is painted or treated on all surfaces.
- Glitter and confetti are prohibited in all forms.
- All wooden surfaces must be painted, even if they are not seen by the audience.
- All flown scenic elements must be supported by rated hardware and materials designed for overhead lifting. The Technical Operations Program Supervisor is happy to assist in the selection and application of correct rigging hardware. The Cary Arts Center keeps a reasonable stock of rigging hardware onsite and makes it available to visiting companies to assist in safe rigging practices.
- Ground supported scenery must be stable and able to hold up to accidental contact without the risk of falling.
- Scenery may not be placed in such a way that it obstructs or limits the view of any fire egress.
- Furniture in the lobby and support spaces of the Cary Arts Center may not be used as onstage scenery.

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10. Loading Dock Area: The loading dock is available for loading and unloading of scenery, costumes, props and equipment only. Vehicles used for delivery or pick up of the items noted in the previous sentence can be kept in the dock for load in and load out (whether that is the same day or two separate days). On non-load in or load out days, no parking in the dock is allowed

11. Tools Usage: The Cary Arts Center may have tools available for renters. Tools must be used at the discretion and under the supervision of the Technical Operations Program Supervisor. For an inventory of tools available, please contact the Technical Operations Program Supervisor.

12. Restore: All users of the Cary Arts Center are responsible for restoring the theater and its equipment to the same location and condition in which it was found, unless prior arrangements have been made with the Technical Operations Program Supervisor. The renter will be responsible for both rental and personnel charges during the period that the restore is occurring.

13. Dressing Rooms: Dressing rooms will be cleaned prior to performances. Backstage halls, stairways and public spaces are also cleaned regularly. Please let us know in advance of any special request regarding custodial services.

14. Booths: Production areas are for working personnel only. Due to the sensitive nature of the equipment, food and drink are not permitted in these areas. Contact the Technical Operations Program Supervisor or any member of the stage crew to gain access to the booths. These booths cannot be used for “dead case” storage. All empty cases must be stored backstage, in the loading dock or offsite.

15. Equipment: Any operation of the Cary Arts Center equipment by guest technicians must be negotiated in advance. The Technical Operations Program Supervisor will have final determination in the qualifications of any technicians working in the facility. All Cary Arts Center equipment shall be operated in a safe manner by technicians trained in the proper and safe handling of said equipment. Technicians who operate equipment in an unsafe or inappropriate manner will be asked to leave the facility and will not be allowed to work on future stage crews.

16. Personnel: All technical positions will be filled by the Technical Operations Program Supervisor. **The number of technicians will be determined by the Technical Operations Program Supervisor.** All events or activities onstage in the Cary Arts Center require at least one technician. If any equipment is needed, such as the house curtain or electrics, additional personnel may be required. Only the Cary Arts Center personnel or an approved fully insured contractor are permitted to operate Cary Arts Center equipment.

Please note that our technicians cannot work more than 5 hours without a 1 hour meal break. For the purposes of scheduling crew, a work week starts Sunday at 12:01 am and ends on Saturday at 11:59pm or at the conclusion of the last call started before 11:59pm on Saturday. A copy of all the technicians' work rules and rates can be obtained by contacting the Technical Operations Program Supervisor.

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One House Manager will be assigned to your event at no charge. If the Operations & Program Supervisor-Theater determines additional staff will be needed to manage the front of house, the renter will reimburse the Cary Arts Center for the additional personnel expenses.

17. Scheduling: It is the responsibility of the renter to provide the Cary Arts Center Technical Operations Program Supervisor with the production schedule and other important show-related information in advance. Changes to crew calls after they have been set are at the discretion of the Technical Operations Program Supervisor.

18. Merchandise Sales: Renters are permitted to sell merchandise onsite. Renter must provide the Cary Arts Center twenty (20) percent of gross sales.

19. Cameras and Recording Devices: As a courtesy to other members of the audience, photographic and recording equipment will not be permitted in the auditorium during the performance. Exceptions may be made for renter requests, news media or other production media when advance arrangements are made with the Cary Arts Center. The Cary Arts Center reserves the right to confiscate equipment for the duration of the performance or evict violators when this rule is violated.

20. Copyright Laws: Renter assumes all responsibility for the use of patented, trademarked, franchised, or copyrighted music, materials, devices, processes or dramatic rights used in or incorporated in the event. Renter agrees to indemnify, defend and hold harmless the Town of Cary from any claims or costs, including legal fees, which might arise from questions of use of any material described above.

21. Taxes: The Cary Arts Center shall not be responsible for the payment of any taxes arising out of or connected with the use of the premises by the Renter. The Renter shall be responsible and required to pay the Cary Arts Center an amount sufficient to discharge all taxes which may arise from or in connection with the Renter's use of the premises upon demand.

22. Accessibility: If a request for a special accommodation is made by a person with a disability for a public or private event/performance, non-profit organizations agree to share 50 percent of the expense with the Cary Arts Center and for-profit organizations agree to absorb 100 percent of the expense. Cary Arts Center staff will assist in coordinating certified professionals to provide the service requested with a minimum of a two weeks notice from the patron. (Please be advised the full amount of this expense could range from \$300-\$700 per performance.)

23. Health & Safety: The renter and its guests using the theatre and associated rooms during the designated time listed on the contract will adhere to the Center for Disease Control (CDC) guidelines related to health and safety and the NC Department of Health and Human Services (NCDHHS) guidelines for Indoor and Outdoor Venues for Live Performances and Meeting Rooms and Event Spaces.

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ADDITIONAL RENTABLE ROOMS TO ENHANCE YOUR EVENT

There are additional rooms throughout the Center available to rent. Below, you will find pictures, square footage and the capacity for each room. For more information and guidelines on the use of these rooms, please request a copy of our [Room Rental Guide](#).



Conference Room
348sf
Capacity: 12



Catering Prep
289sf



Marcus Dry Room
1308sf
Capacity: 131



Studio M10
987sf
Capacity: 50



Principal's Hall
635sf
Capacity: 50

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ROOM & THEATRE USAGE

1A) *Food and Beverage*: The service of food and beverage must be pre-approved prior to the completion of your contract. No unauthorized food or beverages are allowed within the facility. Renter must purchase all food and beverages from vendors on the Cary Arts Center [preferred catering list](#). *Please check the Arts Center's webpage for a list of our preferred caterers.*

The Cary Arts Center does provide a buyout option if you choose to not use one of our preferred caterers. The buyout fee is \$200.

1B) *Alcoholic Beverages*: All alcoholic beverages served on premises must be consumed on premises. If renter chooses the buyout option and serves alcoholic beverages, the alcohol must be served by licensed alcoholic-beverage servers. In addition, an alcohol permit and liquor liability insurance must be provided no later than a week prior to the event.

2) Any and all decorations and set-up plans for rooms other than the theatre must be submitted to the Operations & Program Supervisor-Theater no less than four weeks prior to the event and approved in writing. In addition, any subcontracted vendors (i.e. florist, musicians, rental company, etc.), including contact names and numbers, should be provided to the Operations & Program Supervisor-Theater at least two weeks in advance of rental date.

3) Renter is to abide by the following policies:

- Weapons of all kinds (except for special historical or military presentations pre-approved by the Arts Program and Operations Coordinator) are not permitted.
- All illegal drugs and illegal activities are not permitted.
- Unsafe behavior detrimental to the health and welfare of the public or the historic building are not permitted.
- Use of loud, profane or indecent language is not permitted.
- Disorderly conduct, breach of peace, or lewd, immoral or improper entertainment, conduct or practice is not permitted.
- Live animals are not permitted, with the exception of service animals as defined by ADA.
- Hanging signs on the outside of premises is not permitted.
- Sale of goods (without proper permits) is not permitted.
- Candles must be dripleless, smokeless and contained in proper containers.
- Smoke effects, fog machines, explosives or pyrotechnics are not permitted. (See pg 14.)

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- Helium balloons, confetti, hay, rice, glitter, and birdseed are not permitted – this includes glitter on scenery and costumes.
- Live plants and trees are not permitted inside the Cary Arts Center. Cut flower arrangements, silk greenery and silk plants are permitted.
- All décor and signs must be freestanding; taping or tacking signs on walls, floors or exhibitions is not permitted
- Renter is responsible for bagging and taking all trash outside and placing it in the dumpster. For events requiring multiple days, this shall be done at the end of each performance/day.
- Renter is responsible for their own set-up and clean up, including tables and chairs. Renter will return any Town-owned property to its designated location.

Cary Arts Center

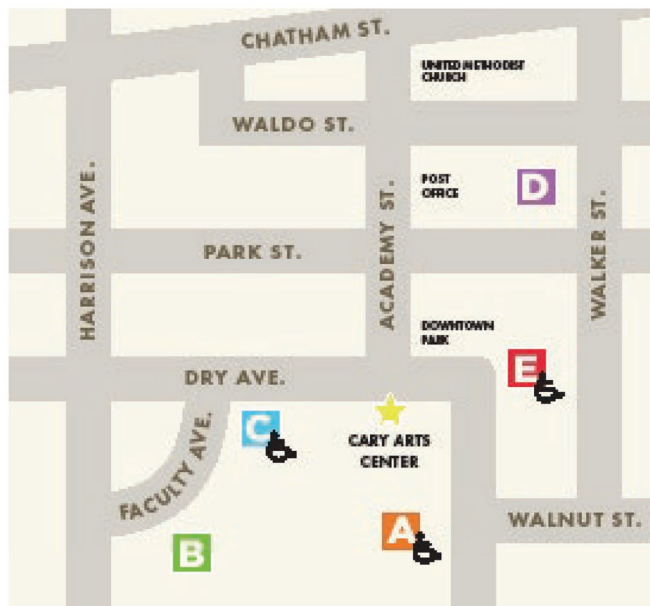
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PARKING

The Cary Arts Center is located at 101 Dry Ave. Free, on-street parking is available along Academy St., Faculty Ave., and Park St.

Free Parking Lots for Patrons

- A Cary Elementary (Accessible)**
Open after 4 p.m. weekdays and all day Sat. and Sun.
- B Faculty Ave.**
Always open.
- C Cary Arts Center (Accessible)**
Always open.
- D United Methodist Church**
Closed only Sun. mornings and Wed. evenings.
- E Downtown Parking Deck (Accessible & EV Charging Stations)**
Always open



Public Transportation

GoCary, Cary's public transit service, offers inexpensive and reliable transportation around Cary throughout the year. For routes, fares, and more info, visit www.townofcary.org/gocary.

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CONTACT INFORMATION

Contact the Operations & Program Supervisor-Theater FIRST for all theatre rental inquiries.

RUSS HUGHES, CARY ARTS CENTER OPERATIONS SUPERVISOR
russ.hughes@townofcary.org
919.462.3969

Contact the Technical Operations Program Supervisor to coordinate technical and logistical aspects of your event.

CAILEN WADDELL, TECHNICAL OPERATIONS PROGRAM SUPERVISOR
cailen.waddell@townofcary.org
919.481.5191

Contact the Audience Development Program Specialist to coordinate ticketing for your event, including complimentary and consignment tickets.

CONNIE DIGRAZIA, AUDIENCE DEVELOPMENT PROGRAM SPECIALIST
connie.digrazia@townofcary.org
919.481.5190

The Cary Arts Center is open M-Th, 9 a.m.-10 p.m., F-S, 9 a.m.-10:30 p.m. and Sun, 1-6 p.m. (June, July & August, the facility will be closed on Sunday.)