

# Page-Walker Arts & History Center

*Your event could make history!*

## Rental Guide

119 Ambassador Loop • (919) 460-4963

[www.carync.gov](http://www.carync.gov)



### General Information

**Public Hours:** See website for current hours.

- Rentals are not limited to public hours and may be booked as late as 11 p.m. *Sunday – Thursday* and midnight on *Friday and Saturday*.
- An additional \$25/hr. fee will apply on Town of Cary designated holidays.
- Room reservations for *Sunday-Thursday* are accepted from Cary residents no more than three months in advance; non-residents two months in advance.
- Room reservations for *Friday and Saturday* are accepted from Cary residents no more than twelve months in advance; non-residents six months in advance.
- All rentals include the use of tables and chairs.
- Cary residents and Cary-based, non-profit cultural organizations receive discounted rates.
- For more rental information or to request a date, visit [www.carync.gov/pagewalker](http://www.carync.gov/pagewalker).



**First Floor**



**Second Floor**



**Third Floor**

| <b>Page-Walker Arts &amp; History Center</b> | <b>Square Footage</b> | <b>Theater Style (chairs only) Seating Capacity</b> | <b>Banquet Style Seating Capacity</b> | <b>Classroom Style Seating Capacity</b> | <b>Kitchen Access</b> |
|--|-----------------------|---|---------------------------------------|---|-----------------------|
| <b>First Floor</b><br>Max capacity: 99       | 836sf*<br>(22'x38')   | 80  | 50                                    | 30                                      | Catering Only         |
| <b>Second Floor</b><br>Max capacity: 42      | 459sf<br>(14'x21')    | 30  | 24                                    | 24                                      | no                    |
| <b>Third Floor</b><br>Max capacity: 60       | 635sf<br>(23'x 27')   | 40  | 30                                    | 30                                      | no                    |

\*Square footage is for the Main Gallery only.

First Floor rentals also include the use of the parlor, lobby, kitchen, courtyard, and garden plaza.

Second Floor rentals also include use of the music room (and the classroom w/ prior consent of the Center Supervisor.) Library not included.

Third Floor rentals also include use the classroom w/ prior consent of the Center Supervisor. Museum not included.

| <b>Rental Rates</b><br><i>Effective 7.1.2022</i> | <b>Cary Residents</b><br><b>Mon-Thur</b>                              | <b>Cary Residents</b><br><b>Fri-Sun</b>                                | <b>Non-Residents</b><br><b>Mon-Thur</b>                                | <b>Non-Residents</b><br><b>Fri-Sun</b>                                 |
|--|---|--|--|--|
| <b>First Floor</b>                               | \$80/hr.<br>w/ a 2-hour minimum.<br>\$250 refundable security deposit | \$125/hr.<br>w/ a 6-hour minimum.<br>\$250 refundable security deposit | \$120/hr.<br>w/ a 2-hour minimum.<br>\$250 refundable security deposit | \$190/hr.<br>w/ a 6-hour minimum.<br>\$250 refundable security deposit |
| <b>Second Floor</b>                              | \$40/hr.<br>w/ a 2-hour minimum.<br>\$100 refundable security deposit | \$60/hr.<br>w/ a 2-hour minimum.<br>\$100 refundable security deposit  | \$60/hr.<br>w/ a 2-hour minimum.<br>\$100 refundable security deposit  | \$90/hr.<br>w/ a 2-hour minimum.<br>\$100 refundable security deposit  |
| <b>Third Floor</b>                               | \$50/hr.<br>w/ a 2-hour minimum.<br>\$125 refundable security deposit | \$80/hr.<br>w/ a 2-hour minimum.<br>\$125 refundable security deposit  | \$80/hr.<br>w/ a 2-hour minimum.<br>\$125 refundable security deposit  | \$120/hr.<br>w/ a 2-hour minimum.<br>\$125 refundable security deposit |

**SPECIAL COMBO RATE:** Weekend customers renting the first floor can also rent the 2<sup>nd</sup> and/or 3<sup>rd</sup> floor (if available) at the Mon–Thurs rate (all hourly minimums apply).

## First Floor Rentals

1. You have access to 90+ fully padded banquet chairs stored in the basement. Your party is responsible for bringing up chairs on the elevator and returning them to the basement at the conclusion of your event.
2. Chairs and tables provided by Page-Walker may be used in the brick courtyard if the weather is clear. **They may not be used in the garden or grassy areas.** Rented lightweight chairs may be used in grassy area, weather permitting.
3. The first floor is equipped with ten 6ft rectangular folding tables and ten 4ft round tables. The tables are stored on wheeled carts in the basement. *The 4ft round table carts & chair carts may be brought into the historic section of the building (facing the railroad tracks). Please be careful to not damage door jams and wood floors loading and unloading tables and chairs. Please ask staff for permission to use outside hand truck.*
4. The grand piano in the main gallery may be played by a trained pianist only. The piano may be shifted slightly with staff's permission in advance of the rental. If the piano is moved without permission, you may be charged for the cost of tuning. **Please do not place anything on the grand piano.**
5. Antique furniture in the parlor may not be moved without permission. No food or drinks are allowed to be served from the parlor due to the delicate nature of the furnishings. **Please do not play, or place anything on, the antique square piano.**
6. The kitchen comes with the first-floor rental and is intended for staging and warming food, but **not cooking** food. The kitchen is equipped with a refrigerator, range, oven, microwave, and sink. Serving utensils, plates, linens are provided by the renter.
7. Please be aware that unless you have rented the upper floors, there may be other rental groups using the upper floors during your event. *Please ask staff for permission to throw bouquet off the 2<sup>nd</sup> floor balcony overlooking the brick courtyard.*

## Second Floor Rentals

1. The conference room includes eight 6ft oblong tables and thirty stacked chairs. Tables are stored in the hallway closet, and chairs are stored in the small classroom. Tables and chairs should be returned to their original location at the conclusion of your event. **Please do not "borrow" tables and chairs from other rooms or floors.**
2. There is one unisex bathroom on this floor near the elevator.
3. You may not move furniture in music room. No food or beverages can be served from the music room.
4. The balcony overlooking the courtyard can be used with staff' permission. (Brides who rent the 1<sup>st</sup> floor may use this balcony to throw their wedding bouquet if there is not a rental on the 2<sup>nd</sup> floor with staff's permission). **The balcony over the main front porch is not for public use.**

## Third Floor Rentals

1. Forty chairs and eight 6ft rectangle tables are included. These items are stored in the double-door utility closet within the room. You must return tables and chairs to the closet at the end of your rental. **Please do not “borrow” tables and chairs from other rooms or floors.**
2. There is one unisex bathroom on this floor near the elevator.
3. The Cary Heritage Museum may be visited by request during your rental time.

## Payment & Cancellation Information

### Damage Deposit

A refundable, damage deposit is due at the time you make your reservation.

### Final Payment

Final payment is due no later than 30 days prior to your rental date.

### Cancellation Policy

- Cancellations may be initiated by the party *up to thirty (30) days prior to scheduled use* without liability.
- Cancellations made *within thirty (30) days of the scheduled use* will result in forfeiture of the damage deposit. Changing the rental date within thirty (30) 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.
- Any rentals or rental amendments outside the normal operating hours must be scheduled no less than seven (7) working days (M-F) prior to the rental date.
- All cancellation notices must be submitted in writing to your Town of Cary staff contact; email is acceptable.

## Additional Information

### Capacity & Supervision

- Renter must adhere to maximum capacity of each space as outlined.
- Rentals require one adult per ten persons under the age of 18.

### Set-up

- Chair and table set up and room clean-up are the responsibility of the renter and *is part of your rental time*. When making your reservation, please take this time into account.
- A Page-Walker staff member will be present during your entire rental to provide guidance and oversight regarding the use of the facility and equipment.
- To ensure all rentals have the allotted number of chairs and tables, these items may not be moved between floors, except for the items stored in the basement for first floor use.
- Please ensure that tables and chairs do not touch the walls, antiques, or artwork.
- When applicable, a complete list of subcontracted vendors (i.e., florist, musicians, rental company, etc.), including contact names and numbers, should be provided to your Town of Cary staff contact at least two weeks in advance of the event date. Please note that any deliveries for your event should occur during your rental, not before.

## Clean-up

- Please leave the facility in the condition you found it. Renters are responsible for cleaning after their event, including taking out trash, sweeping, damp mopping spills, etc. (Staff will provide all necessary supplies and equipment)
- Renters are responsible for returning town equipment (tables, chairs, rugs, etc.) to its designated place within the facility as guided by staff.
- Persons or groups using the facility shall be responsible for the breakage, loss or damage to the facility and equipment and shall bear the replacement cost for such breakage, loss or damage.
- Persons/groups are responsible for any personal items brought into the facility, and their removal at the time they vacate the premises. The Page-Walker is not able to store supplies or personal items for renters or their representatives, including caterers, florists, etc. Tents and other outside rental equipment must be removed from the premises at the time agreed upon by the Page-Walker staff.

## Decorations

- Please be aware that one of the primary functions of the Page-Walker is as an art gallery. Art is usually on display and changes periodically. You may inquire about the artist that will be on display during your event if you are interested in knowing about the artwork. ***Please remember that the artwork may not be moved nor is anyone allowed to handle any of the works on display.***
- Only freestanding decorations are permitted. Nothing may be taped on interior or exterior walls, floors, or doors. String and ribbon are permitted.
- Hanging signs on the outside of the building is not permitted.
- Confetti, glitter are not permitted.

## Beer & Wine

- Completion of a Beer & Wine Application and payment of a \$50 application fee is required to serve beer, wine, or champagne (no hard liquor is allowed). All local and state Alcohol Beverage Control ordinances/regulations must be adhered to while using the building.
- Any renter that intends to serve alcohol and accept any sort of donation, admission fee, and other direct payment must secure an additional special-issue ABC permit through the North Carolina Alcoholic Beverage Control Commission.
- Alcoholic beverages may not be delivered to or stored at the facility in advance of your rental.

## Safety/Hazard/Prohibitions

- No Smoking is allowed in the building. Smoking is allowed outside in designated areas.
- A tent is permissible in the brick courtyard & garden area only. The tent cannot be staked and must be weighted with sand, water filled containers, or concrete blocks. *Any tent larger than 250 square feet with sides requires a permit from the Town of Cary Fire Department.*
- Propane heaters are not permitted.
- Pig cookers or grills are allowed only in the parking lot area.
- Fires are not permitted in fireplaces.
- Candelabras, luminaries, open-flame torches, or any other open-flame items are not permitted. Only smokeless, non-drip candles, which must be enclosed in containers, are allowed. Oil candles are *not* allowed. Candles may not be placed on mantles.
- Fireworks of any nature, including sparklers, are prohibited.
- Birdseed may be thrown outside only and must be swept up afterward. No rice, confetti, or bubbles.
- The elevator, stairwell entrances, all fire exits, and reception areas may not be blocked.
- The following shall be **prohibited** within or on the facility premises:
  - 1) all illegal drugs or controlled substances;
  - 2) weapons of all kinds except for law enforcement officers in the execution of their duties or during Town of Cary approved public demonstrations;

- 3) animals of any kinds with the exception of service animals as defined by ADA;
  - 4) use of profanity, profane gestures and any unruly behavior detrimental to the normal operation of the facility or the safety of the public and employees;
  - 5) and/or any other action deemed necessary by the Town of Cary, or its designee, to protect the health and welfare of the public, employees or the facility;
  - 6) sale of goods or services (without proper permit).
- The renter will be responsible for covering the expense of off duty police security when requested or when the Page-Walker Arts & History Center staff determines security is required.