

1. “Can I send a friend or catering company ahead of me to start set-up?”

No. The person whose name is on the contract needs to sign In/out at the times indicated on the contract. No one can enter building until renter (person who signed contract) has signed in. This person will need to be on site for the duration of the event and sign out at the end.

2. “Any chance we can get round tables (or any other item we do not already have on site)?

No. We do have or provide any other type of tables or chairs. You are free to bring in tables and chairs of your preference, at your expense.

3. “When is payment due?”

Deposits (\$250 for ballroom, 1/3 ballroom, 2/3 ballroom, \$100 for conference & Room 302) are due at booking. Full rental fee is due 30 days before the scheduled event.

4. “Can I have alcohol? (Beer & Wine ONLY)

Yes you can! There is a separate deposit fee (\$350) and application/insurance requirements. The application is with all the other rental documents and includes places renters can obtain insurance.

5. Can I put a bouncy house in the courtyard?

No. We do not allow anything in the courtyard that would damage the lawn. No stakes can be inserted into the ground.

6. “What size are the tables you have?”

Our tables are rectangular, 6 ft x 3 ft. Can fit 6 persons to table. We have enough tables and chairs for 250 persons.

7. “Do you have a stage?”

No--however Renters are free to bring one in. Renter is responsible for making sure it fits into the building and space.

8. “Can I come in early to set-up?”

The rental time includes the set-up and breakdown time. Example: If someone has a birthday party from 6pm-8pm but needs one hour to set-up and one hour to break down, the rental time is actually 5pm-9pm.

9. “Does the kitchen come with the ballroom?”

Yes—the kitchen comes with any size ballroom rental

10. “Can we cook in the kitchen?”

No. Only warming of food or keeping food hot is allowed. Because of food safety requirements, no cooking is to be done in our kitchen

11. “Can we use the ice machine in the kitchen?”

Yes. It is there for your use.

12. “How/when do I get my deposit back?”

Deposit will be returned after rental checklist is completed by staff person at end of rental. If paid by CC, deposit will go back onto that CC. If they paid by cash or check, return payment will come in form of check from ToC.

13. “Can I rent on a Saturday or Sunday (or anytime the building is not normally open)?”

Yes--you can rent the building when we are not normally open. There is a \$25 per hour extra charge for every hour rented outside regular hours.

14. “Do you have a discount for non-profit groups?”

Yes--we do provide 50% off for Cary based non-profits. This discount only applies to rentals that take place Monday-Friday, 8am-2pm. Non-profits renting on a weekend or evening will be charged the normal rate.

15. “Do you provide a cleaning service, or waitstaff?”

No, we do not. Renters are responsible for all cleaning and event staffing for the event. Senior center staff is only there to monitor facility and assist rentals with any questions they may have, such as location of dumpster, cleaning materials, requests for ice, etc). Renters are responsible for leaving the space as they found it

16. “Can I put up decorations on the wall?”

No. We do not allow ANY type of tape (including painters tape), glue, clay, tacks/nail, or any other kind of adhesive to be applied to our walls or windows. Free standing decoration only

17. “Can I get alcohol with a partial ballroom rental?”

No. Alcohol rentals only occur with rental of full ballroom.

18. How far in advance can we book a rental.? How quick notice can I give for a rental?

We allow booking of events up to six months out. We need at least a 30-day notice for rentals.