Cary Arts Center

Room Rental Guide

101 Dry Avenue • (919) 469-4069
www.carync.gov

(updated 8.3.26)

The Cary Arts Center provides rental space including the theatre and select rooms.

General Information:

Mon-Thur: 9 a.m.-10 p.m.
Fri-Sat: 9 a.m.-10:30 p.m.
Sun: 1-6 p.m. (June, July & August: closed on Sundays)

- Room reservations for *Sun-Thur* are accepted from Cary residents no more than three months in advance; non-residents two months in advance.
- Room reservations for *Fri and Sat* are accepted from Cary residents no more than six months in advance; non-residents five months in advance.
- Rentals include the use of tables and chairs.
- All room rentals require a **2-hour minimum** to rent and a refundable damage deposit.
- A charge of **$25/hr** will be added to your fee if your rental falls outside of normal operating hours; an additional $25/hr fee will also apply on Town of Cary designated holidays.
- Town of Cary residents and Cary-based, non-profit cultural organizations receive discounted rates.
- The Town accepts Credit Cards, Checks and Cash for rental payments.
- The Cary Arts Center is also equipped with a 393-fixed-seating, historic auditorium. For more on the theatre, please view our Theatre Rental Guide.

Principal's Hall

Marcus Dry Room

Studio M10

Conference Room

Catering Prep

Cary Arts Center	Square Footage	Theater Style (chairs only) Seating Capacity	Classroom Style Seating Capacity	Cary Resident	Non Resident
Principal's Hall	635sf	50	30	$56/hr	$84/hr
Marcus Dry Room	1308sf	100	80	$102/hr	$153/hr
Studio M10	987sf	50	45	$51/hr	$77/hr
Conference Room	348sf	N/A	12	$26/hr	$39/hr
Catering Prep	289sf	N/A	N/A	$25/hr	$38/hr

Payment & Cancellation Information

Damage Deposit

A refundable damage deposit of $100 is due at the time you make your reservation.
If you are serving alcohol, the damage deposit is $150.

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 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 Cary Arts Center staff contact; email is acceptable.

Equipment Information

Principal's Hall is equipped with 50 chairs and four, 6-foot rectangle tables. More tables are available upon request.
Marcus Dry Room is equipped with 100 chairs and twelve, 60" round tables.
Studio M10 is equipped with 50 chairs and eight, 6-foot rectangle tables.
Conference Room is equipped with 12 chairs and one large, non-removable conference table.
Catering Prep is equipped with a refrigerator (commercial grade), freezer (commercial grade), ice maker, commercial sink, counter space and shelving.

Please make sure to request the following at least one month in advance of your rental date.
Piano Tuning: $125 (applies to upright pianos; available upon request)
Tech assistants: $34/hr (applies when audio/visual/lighting assistance is required)

Additional Information

- Renter must adhere to maximum capacity.
- Rentals require one adult per ten persons under the age of 18.
- The main contact completing the reservation application is expected to be in attendance on the rental date.
- Staff may enter your room to check on your needs. Please let our staff know what is needed.
- The service of food and beverage must be pre-approved prior to the completion of this 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 preferred catering list.*
  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. *Note: 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.*
- Catering Prep is to be used for heating and cooling of food only; no cooking. Caterers are allowed in the room only during the reserved time.
- Catering Prep can be used, when available, to get ice and water without renting the room.
- 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 Cary Arts Center staff contact at least two weeks in advance of the event date.
- Chair and table set up, and room clean-up is the responsibility of the renter and *is part of your rental time*. When making your reservation, please take this time into account.
- Renters shall return any Town-owned equipment to its designated place within the facility.
- 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.
- 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 day. The renter will be charged a minimum of $100 if extra cleaning is required after use of the facility.
- The Cary Arts Center is not responsible for any personal property or outside rental equipment brought into the facility.
- Smoking is only allowed in designated areas outside the facility.
- The renter and its guests using the rooms during the designated rental 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 Meeting Rooms and Event Spaces.
- 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 police security when requested or when the Cary Arts Center staff determines security is required.
- Hanging signs on the outside of the premises is not permitted.
- All décor and signs must be freestanding; taping or tacking signs on walls, floors or exhibitions is not permitted.
- Helium balloons, confetti, rice, glitter, and birdseed are not permitted.
- Live plants and trees are not permitted inside the Cary Arts Center. Cut flower arrangements, silk greenery and silk plants are permitted.
- Candles must be dripless, smokeless and be contained in proper containers.
- Smoke effects, fog machines, explosives or pyrotechnics are not permitted without permission from the Cary Arts Center Operations Supervisor and Fire Marshal.