

Dallas Civic Center Rental Information

Seating: will seat approximately 200 people in banquet or meeting style seating. 165 is the recommended number of seats with a dance floor.

Tech Info: equipped with a sound system; microphone and podium as well as a projector and screen (ideal for showing PowerPoint Presentations, dvd's, and slideshows.)

Tables/Chairs: 24 sixty-inch round tables, and 10 six-foot rectangular tables. You can seat 6, 8 or 10 people per round table. Rectangular tables are used for food service and not recommended for seating as they will only seat 4 people comfortably. Tables and chairs are included in your rental and will be setup to your specifications prior to your event.

Linens: We offer black and white floor length linens for rental at \$15.00 each (you are not required to use DTCC linens)

FULL DAY Rates: NON-REFUNDABLE Deposit Due at Signing in RED:

Monday – Thursday

Non Profit: \$285.00/**\$100**
Private / Corporate: \$435.00/**\$135**

Friday - Sunday

Non Profit: \$435.00/**\$135**
Private / Corporate: \$735.00/**\$235**

Setup/Breakdown Fee of \$60 and Cleaning Fee of \$75.00 is included in all rentals.

All above rental rates apply to 9 total hours in the building usually broken down to 5 hours of event time, 3 hours of set up time and 1 hour of breakdown time. **Non-Profit rate is only given when proof of 501(c)3 status is given (form must be submitted).**

Alcohol policy available upon request

No half day event may end after 9pm

HALF DAY 4 hour total Rental- NON-REFUNDABLE fee due in FULL when booked

Available on Sundays (**\$300**) and limited Saturdays (**\$350**)

Includes-setup and breakdown of tables and chairs, 1 hour of setup time, 2 hours of event time and 1 hour of breakdown time. Rental client is responsible for taking out trash, sweeping and mopping up any spills before leaving the facility. Failure to do so will void damage deposit

Alcohol is not permitted during a half day rental

Deposit/Cancellation Policy-

-ALL RENTALS REQUIRE A **\$200** REFUNDABLE DAMAGE DEPOSIT-damage deposit is returned to the rental client once management sees there is no damage to the building or breach of the contract. Damage deposit will not be cashed without notifying rental client prior.

-All deposits are non-refundable but do apply to the total rental fee

-Final payment is due (30) days prior to event to avoid cancellation

-Cancellation of a full day event must be received more than (30) days prior to event and must be received in written form.

-If a full day event is canceled more than (30) days prior, we will transfer all deposits and pre-payments to a new date no more than (1) year from original rental date. If the date is transferred, all deposits and pre-payments will apply to the new date but, 50% of the remaining total rental fee will be due at the time of the new booking. **There are no transfers or refunds on half day events.**

-If an event is cancelled less than (30) days prior, all deposits and pre-payments are forfeited.

We also have wedding and reception packages. Please call for details!

We always enjoy speaking with you about your event and giving tours of our beautiful venue, however we request that you call to book tours/meetings.

If you'd like to book a tour/meeting, speak with a staff member at 770-445-5180.