

LUTHER F. CARSON FOUR RIVERS CENTER

Event Guidelines

Welcome to the Luther F. Carson Four Rivers Center (LFCFRC)! Please review the following guidelines for use of the facility. Any potential deviation from these guidelines must be agreed upon before signing an event contract. If you have any questions or special requests, please contact an Event Supervisor at (270) 443-9932 ext. 262 or 265.

Catering and Alcohol

- An Event Supervisor will work with you and your caterer on the details of the catered event regarding the room setup, access to the facility, and clean up. **Only pre-qualified caterers will be allowed to provide food and non-alcoholic beverage service for your event.** The list of approved caterers is available at www.thecarsoncenter.org/catering. Please inform the Event Supervisor of the caterer you have chosen no less than **21** days prior to your event.
- The LFCFRC will provide **all** alcoholic beverages and servers required for your event. Please see the enclosed Bar Sheet for more information. Arrangements may be made through the Food & Beverage Manager.
- **There is a 4 1/2 hour maximum time limit on ALL bars**
- Wedding cakes may be provided by someone not on the pre-qualified list. In some cases, limited quantities of homemade or donated items may also be allowed with prior approval of the LFCFRC.
- All linens, plates, glasses, utensils, service items, etc., will be provided and set up by your caterer or by you. The LFCFRC will provide tables and chairs for the caterer as agreed during event planning.
- There is a limited Prep Kitchen which may be utilized by your caterer with prior arrangement.
- No cooking is allowed in the facility. Outside cooking (barbecue, etc.) may be possible in some circumstances. Please make arrangements with LFCFRC staff.

Decorating

- The Carson Center is only available during the times stated on your contract.
- When available, the event space may be rented on the date prior to the event date for half price. When half-price rental occurs, the space will be available for load-in and decoration only – no other events may take place. The space will be set up for the event (with the exception of the Terrace), and access will be granted for limited hours, as determined by LFCFRC staff.
- Load in for all events except for events held exclusively in the Paxton Family Lobby will be through the loading dock door at the rear of the building.
- All decorative materials must be flame-proofed. Designated exits and aisles must remain clear at all times. All matters regarding safety will be resolved by the decision of the LFCFRC management.
- The following items will **not** be permitted when decorating the walls, floor, ceiling or stages: bolts, screws, nails, staples, scotch tape, electrical tape, duct tape and glue. Crepe paper is not allowed. Glitter or confetti is not permitted on tables or floors. Ironing on Carson Center tables is strictly prohibited. Consult LFCFRC management for questions.
- Chairs for events on the Williams Family Terrace will be set up two hours prior to the start time (weather permitting).
- Rice and bird seed may not be thrown *inside or outside* of the LFCFRC. Bubbles may be used outside the building, but not inside. No sparklers will be allowed on Carson Center property.
- Only candles enclosed in glass and approved by LFCFRC are permitted.
- **All floral arrangements must be pre-assembled. No on-site preparation will be permitted without prior approval.**
- Anchored helium-filled balloons are allowed in the River Room and Ingram Room, but **not** in any other location.
- Painting of signs, banners, decorations, etc., is not permitted inside the Carson Center.
- The passenger elevator may not be used to transport equipment or food without prior approval and appropriate padding installed by Carson Center.
- Deliveries of equipment, supplies, or literature will not be accepted by LFCFRC staff unless prior approval and

specific arrangements have been made. We can not guarantee the safety or security of these items.

- Except for events taking place on the stage, the LFCFRC does not provide labor or equipment for moving decorations or other materials into or out of the facility, or for hanging or installing decorations. In some cases, with prior arrangement, we **may** be able to assist, however additional charges will apply. There are a limited number of rolling carts that **may** be available on a first-come first-served basis, but it is best to plan to bring your own ladders, handcarts, extension cords, etc.
- You are not responsible for basic cleaning, but must remove any decoration, prop, or other item brought into the Carson Center within one hour after the end of the event. LFCFRC is not responsible for any item left in the building after that time, and reserves the right to dispose of any item left behind. LFCFRC will not allow items to be left for pickup at a later date. Additional hourly charges will be assessed for items left following the close of the event. Arrangements must be made to remove large items (such as prom decorations) at the end of the event. Additional fees will be charged for damages or extraordinary cleaning.

Audio Visual

- The LFCFRC has limited audio visual equipment for rent (contact your Event Supervisor for availability and pricing). You may bring in your own equipment (including extension cords) or you may rent equipment from an outside provider.

DJ or Band setups

- Your Event Supervisor will work with you to determine the best location for your DJ or Band to set up. There will be no additional charge for use of minimal standard electrical outlets (DJ/Band to provide their own extension cords). Extensive power requirements will result in additional charges and arrangements *must* be made in advance.
- The River Room has a wooden floor suitable for dancing. The Paxton Family Lobby floor is primarily terrazzo, which is also suitable for social dancing. You may opt to have a temporary parquet dance floor installed by an outside provider at your expense. Placement and installation must be approved by the LFCFRC.

Children

- Children are welcome at the LFCFRC, but please keep in mind there may be other events in and around the facility. Children must be supervised at all times and may not be permitted to wander through the facility or leave the immediate area of your event. No alcohol may be served or offered to children. You are responsible for the conduct of your guests, and we want them to be safe and have a wonderful time at the LFCFRC!

Other

- **Maximum event time at the Carson Center is 5 hours**
- **There is a 4 1/2 hour maximum time limit on ALL bars**
- Coat Check areas are provided in the Paxton Family Lobby for lobby events and in the Box Office Lobby (downstairs) for the River Room. The LFCFRC can provide staffing and materials for you for an additional fee, or you may provide your own. We also have portable coat racks which may be placed in your event area, depending on availability.
- A Center staff person will be on-site throughout your event and will check in with you periodically. Please contact them if you need any assistance.
- The Luther F. Carson Four Rivers Center is a smoke-free facility. Accommodations are made for smokers outside the Paxton Family Lobby entrance, the Box Office entrance, and on the Riverview Terrace.
- **Maximum event time at the Carson Center is 5 hours**
- **Details regarding setups, catering, beverage service, access times, etc., must be submitted to your Event Supervisor no later than 21 days prior to your event. Failure to do so may result in additional charges.**
- **Please sign below once you have read. By signing you are agreeing to adhere to these rules and regulations.**

SIGNATURE

DATE

Luther F. Carson Four Rivers Center

Cocktails:

Well \$5.00
Premium \$7.00
Liqueurs \$7.00

Wine:

House \$5.00
Premium \$7.00
Champagne/\$7.00
Per Bottle \$35.00

Beer:

Draft \$4.00
Bottle \$5.00

House Beverages:

Coke, Diet Coke, Sprite \$2.00
Bottled Water \$2.00
Tea \$10/urn
Coffee \$16/half urn - \$24/full urn

- The above listed prices include tax. A gratuity of 18% (pre-tax) will be added for the hosted portion of any sales.
- The bartender fee is \$25 per hour for each bartender (3 hour minimum per bartender). Fees are waived if bar sales exceed \$150 per hour per bartender. There is a minimum of 1 bartender per 80 guests. Additional bartenders may be required depending on the type of bar service offered.
- The time starts when the bartender arrives to set up the bar and the time they clock out.
- Plastic ware and cocktail napkins are provided for all beverage services. Glassware may be used, but must be provided by the client. Guests are not allowed to carry glass onto the dance floor.
- **There is a 4 1/2 hour maximum time limit on ALL bars.**
- Bars will open at designated event start time and will close at least 30 minutes prior to designated end time. The Center reserves the right to refuse service to individual guests and/or to close bars at any time.
- You may choose a cash bar, hosted/open bar, partial hosted, drink tickets or other special arrangements.
- The Carson Center carries specific brands of alcohol and beer. A list of these brands can be provided upon request.
- All persons consuming alcoholic beverages must be at least 21 years of age with valid photo ID. Anyone found to be providing alcohol to a minor (or person without ID) will be refused service and may be asked to leave.
- **Liquor or beer that is not provided by the Carson Center is a violation of our liquor license and is strictly prohibited. Anything discovered will be confiscated and the guest may be asked to leave. No alcohol may be removed from the premises.**

Signature

Date

Luther F. Carson Four Rivers Center

BEVERAGE SELECTIONS

WELL BRANDS

Barton's Vodka
Barton's Gin
Barton's Rum
Kentucky Tavern Bourbon
Montezuma Gold Tequila
McCormick Scotch

PREMIUM BRANDS

Tanqueray Gin	Captain Morgan Spiced Rum
Bacardi White Rum	Jack Daniels Tennessee Whiskey
Jose Cuervo Gold Tequila	Crown Royal Canadian Whiskey
Maker's Mark V.I.P. Bourbon	Amaretto Disaronno
Glenfiddich Scotch	Belvedere Vodka
Bailey's Irish Cream	

HOUSE WINE

COPA Chardonnay, Reisling, Pinot Grigio,
White Zinfandel, Moscato, Merlot,
Cabernet Sauvignon

PREMIUM WINE

Josh Cellars Cabernet Sauvignon
Clos Du Bois Chardonnay

CHAMPAGNE

Korbel Brut

BEER

Bud Light Draft
Michelob Ultra
Miller Light
Budweiser
Fat Tire

These selections are standard, but are not guaranteed. Individual brand offerings are subject to change.

LUTHER F. CARSON FOUR RIVERS CENTER

Pre-Qualified Caterers

<p>Artisan Kitchen David Jones, Karla Lawrence 1704 Broadway Paducah, KY 42001 (270) 538-0250 ArtisanKitchen@bellsouth.net www.artisankitchen.net</p>	<p>Backwoods BBQ 5172 Hinkleville Rd. Paducah, KY 42001 (270) 441-7427 Backwoods@bellsouth.net www.backwoodsbbq.net</p>	<p>The Grand Lodge Tomi Blom 121 N 5th St Paducah, KY 42001 (270) 450-0749 grandlodge@mail.com www.thegrandlodgeonfifth.com</p>
<p>The Catering Company Jeff and Tyler Parker 1049 Park Ave Paducah, KY 42003 (270-519-0717 or (270) 210-1968 www.cateringcompanyky.com</p>	<p>McAlister's Deli and Catering Terry Van De Weghe 5021 Hinkleville Rd Paducah, KY 42001 (573) 275-9487 deli1155@yahoo.com www.mcalistersdeli.com</p>	<p>Neil's Catering Neil Ward, Pam Blackburn, Carol Manker 2429 Bridge Street Paducah, KY 42003 (270) 443-6493 neilscatering@bellsouth.net www.neilscatering.com</p>
<p>Doe's Eat Place Paul Signa 136 Broadway Paducah, KY 42001 (270) 443-9006 www.doeseatplace.com</p>	<p>The Signature Smokehouse Dewayne Cottrell (270) 217-8866</p>	<p>Fresh Foodies (270) 331-2202 Freshfoodiesgourmet.com freshfoodies2016@gmail.com</p>
<p>Walker Hall Catering David Curtis (270) 841-6708 or (270) 575-4568 229 Madison St. Paducah, KY 42001</p>	<p>Sunshine Unique Catering Malita Hardin 23 Marion Street Cadiz, KY 42211 (270) 978-7675 sunshineuniquecatering@gmail.com www.sunshineuniquecatering.com</p>	<p>Parkers Drive-In Catering Service Paul Parker (270) 554-7602 2921 Lone Oak Rd Paducah, KY 42003</p>
<p>J-Mack BBQ Jay & Michelle Tapscott 2323 US Hwy 62 Gilbertsville, KY 42044 (270) 909-3227 www.jmackbbq.com</p>	<p>Texas Roadhouse 2900 James Sanders Blvd, Paducah, KY 42003 (270) 442-7000 store_paducah@TexasRoadhouse.com</p>	

Luther F. Carson Four Rivers Center

Equipment Rental List

70" Flat Panel TV	\$100
LCD Projector with 9'x12' screen	\$125
LCD Projector with screen and sound	\$175
Tripod Screen	\$25
Portable Sound System	\$75
Handheld Wireless Microphone	\$25
Wireless Lapel Microphone	\$25
Baby Grand Piano	\$200
Upright Piano	\$100
*Tuning Fee	\$75
4x8 Risers	\$10
Pipe & Drape	no charge
Flip Chart Easel	\$10
Flip Chart Pad	\$10
Easel	\$5
Lecturn	no charge

**Additional labor cost is driven by the needs of the event.*

LUTHER F. CARSON FOUR RIVERS CENTER

PRIVATE / CORPORATE EVENTS
RENTAL RATES
Effective July 1, 2016

	Sun.-Thurs.	Fri.-Sat.
PAXTON FAMILY LOBBY & BALCONY LOBBY (April 15 – August 31 and the month of January) (September 1 – April 14 except for the month of January)	\$1000 \$2000	\$1300 \$2900
MYRE RIVER ROOM	\$700	\$900
MYRE RIVER ROOM BREAKFAST/ LUNCHEON RATE*	\$350	N/A
INGRAM ROOM	\$400	\$500
INGRAM ROOM BREAKFAST/ LUNCHEON RATE*	\$200	N/A
WILLIAMS FAMILY TERRACE	\$450	\$650
TERRACE BREAKFAST/ LUNCHEON RATE*	\$250	N/A
PARTY PACKAGE (MYRE RIVER ROOM, INGRAM ROOM, CSI LOBBY & WILLIAMS FAMILY TERRACE)	\$1000	\$1300
PARTY PACKAGE BREAKFAST/ LUNCHEON RATE*	\$500	N/A
PARTY PACKAGE with Wedding and Reception	\$1450	\$1750
STAGE	\$2000	\$2900

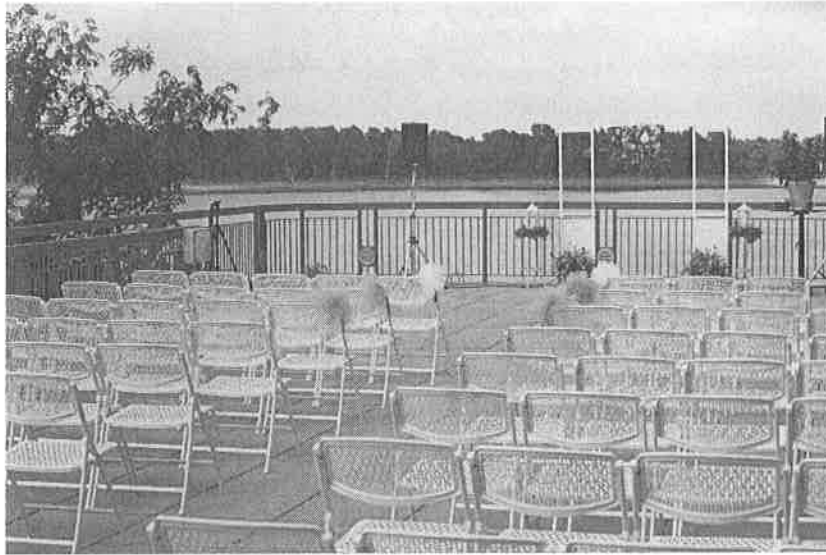
~Alcohol and additional equipment/labor not included in rental rates.

~The day before, if open, is available to rent for load in, decorating, rehearsal or setup. The day before rate is half of the published rate of the desired space. The time is a 6 hour rental period of 11am-5pm or 1pm-7pm in the case of a rehearsal for an event.

~All event decorating/setup must adhere to Carson Center Event Guidelines that are sent out with all contracts.

~The time of load in the day of the actual event will still be the times stated on the contract, which in most cases is 11am.

*These rates apply to breakfast and lunches only. Client will have access to room from 6AM – 10AM for breakfast and 10AM – 2PM for lunch.



Williams Family Terrace

Designed for diverse outdoor functions including weddings, receptions, dinners, dances, and other events, the Williams Family Terrace is located on the first balcony level and features an incredible view of the Ohio and Tennessee Rivers. There are ample restrooms accessible on this level and a separate outside entrance.

Williams Family Terrace

FACILITY ACCOMMODATIONS INCLUDED IN BASIC RENTAL

- One banquet, reception, or theater style setup (linens are not included)
- One standing or tabletop lectern
- Two 8' skirted tables for display, registration, or materials
- Two 4' x 8' risers

MAXIMUM CAPACITY

Capacity will vary depending upon configuration.

- Seated Banquet Style: 230
- Cocktail Reception: 350
- Theater Style: 300
- Approximately 3480 sq. ft.

CATERING

Choose from the Luther F. Carson Four Rivers Center Pre-Qualified Catering list.

AVAILABLE DATES

Please contact: Liz Walker at (270) 443-9932 x265 or lwalker@thecarsoncenter.org
Erin Ulrich at (270) 443-9932 x262 or eulrich@thecarsoncenter.org



INGRAM ROOM & CSI LOBBY

Located on the first balcony level you will find the handsomely appointed Ingram Room. The built-in bar and wall of windows, with its striking view of the Ohio River, make this room a perfect venue for small receptions, cocktail parties or any intimate event. Located just in front of this room is the CSI Lobby, which will provide a great meet and greet space for your guests. The Ingram Room and CSI Lobby have a separate entrance through the box office lobby, and there are ample restrooms on this level.

INGRAM ROOM & CSI LOBBY

FACILITY ACCOMMODATIONS INCLUDED IN RENTAL

- Basic lighting
- Standing or tabletop lectern
- Lounge setting
- One banquet, classroom or theater style setup (linens are not included)
- One 8' skirted table for head table, registration or materials

MAXIMUM CAPACITY

Capacity will vary depending upon configuration.

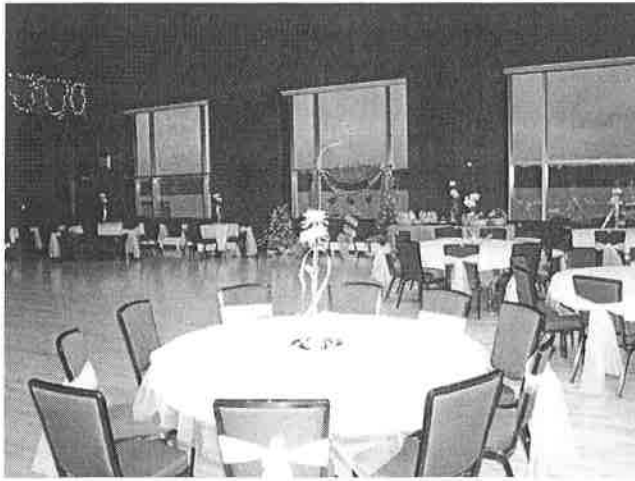
- Seated Banquet : 40
- Cocktail Reception: 75
- Theater Style: 60
- Classroom: 36
- Approx 768 sq. ft.

CATERING

Choose from the Luther F. Carson Four Rivers Center Pre-Qualified Catering list.

AVAILABLE DATES

Please contact: Liz Walker at (270) 443-9932 x265 or lwalker@thecarsoncenter.org
Erin Ulrich at (270) 443-9932 x262 or eulrich@thecarsoncenter.org



MYRE RIVER ROOM

Designed for diverse functions including small performances, weddings, receptions, dinners, dances, conferences, meetings and other events, the Myre River Room is located on the First Balcony level. Large windows provide a panoramic view of the Ohio and Tennessee rivers, or close the built-in shades for performances or multi-media presentations. There are ample restrooms on this level and separate access through the box office lobby.

MYRE RIVER ROOM

FACILITY ACCOMMODATIONS INCLUDED IN BASIC RENTAL

- Basic lighting
- One lectern
- One banquet, reception, classroom, conference or theater style setup (linens are not included)
- Two 8' skirted tables for head table, registration or materials
- Two 4' x 8' risers for head table, lectern or entertainment

MAXIMUM CAPACITY

Capacity will vary depending upon configuration.

- Banquet Seating: 170
- Cocktail Reception: 300
- Classroom: 120
- Theater Style (meeting/seminar): 250
- Performance: up to 200
- Approximately 2700 sq. ft.

CATERING

Choose from the Luther F. Carson Four Rivers Center Pre-Qualified Catering list.

AVAILABLE DATES

Please contact: Liz Walker at (270) 443-9932 x265 or lwalker@thecarsoncenter.org
Erin Ulrich at (270) 443-9932 x262 or eulrich@thecarsoncenter.org



PAXTON FAMILY LOBBY & FIRST BALCONY LOBBY

The main entrance area to the Luther F. Carson Four Rivers Center features two large sweeping staircases, elegant chandeliers and a striking two-story mural representing the four rivers region on a quilt style backdrop. Large glass windows allow patrons a view of the outside green areas and the Ohio River. The Paxton Family Lobby and the First Balcony Lobby are ideal for weddings, receptions, dinners, dances, fundraising events, cocktail parties and other affairs. There are food and beverage areas as well as ample restroom facilities and coat check.

FACILITY ACCOMMODATIONS INCLUDED IN BASIC RENTAL

- Basic white light
- One banquet or reception setup (linens are not included)
- Two 8' skirted tables for head table, registration or materials
- Two 4' x 8' risers for head table or entertainment

PAXTON FAMILY LOBBY

MAXIMUM CAPACITY

Capacity will vary depending upon configuration.

- Seated Banquet Style: 240
- Cocktail Reception: 750
- Approximately 3000 sq. ft.

FIRST BALCONY LOBBY

MAXIMUM CAPACITY

Capacity will vary depending on configuration.

- Seated Banquet Style: 60
- Cocktail Reception: 150
- Approximately 1200 sq. ft.

CATERING

Choose from the Luther F. Carson Four Rivers Center Pre-Qualified Catering list.

AVAILABLE DATES

Please contact: Liz Walker at (270) 443-9932 x265 or lwalker@thecarsoncenter.org
Erin Ulrich at (270) 443-9932 x262 or eulrich@thecarsoncenter.org



Main Theatre Stage

The main theatre stage is the largest rental space in the Carson Center. From banquets, receptions, fund raisers and black tie affairs the stage is the most unique rental space in the area.

FACILITY ACCOMMODATIONS INCLUDED IN BASIC RENTAL

- Basic Colored lighting washes
- One banquet or reception setup (linens are not included)
- Two 8' skirted tables for head table, registration or materials
- Two 4' x 8' risers for head table or entertainment

MAXIMUM CAPACITY

Capacity will vary depending upon configuration.

- Seated Banquet Style: 250
- Cocktail Reception: 600
- Approximately 3600 sq. ft.

SPECIAL AMENITIES

- Theatrical type lighting
- Incredible acoustics
- Built-in dance floor

CATERING

Choose from the Luther F. Carson Four Rivers Center Pre-Qualified Catering list.

AVAILABLE DATES

Please contact: Liz Walker at (270) 443-9932 x265 or lwalker@thecarsoncenter.org
Erin Ulrich at (270) 443-9932 x262 or eulrich@thecarsoncenter.org