

# *Hall of Grace*

Event Rental Information  
Event Rental Fee: \$5,000.00

## **Included with Rental Fee:**

- 4 hours for Event (typically 6-10, 7-11 or 8-12AM)
  - + 2 hours of access prior to Event (for rehearsal, decorating, etc.)
- First Floor and Mezzanine Level, Catering Room
- Bridal Suite on 2<sup>nd</sup> floor, Groom Room on 2<sup>nd</sup> floor
- Access to RCAC's Dining Tables, Chairs & White Table Linens for up to 200
  - Dining Tables - 5' Rounds, Seat 8 guests each
  - 14 High-Top Cocktail tables
  - Black Table Linens
- On Site Parking Lot
  - 18 spots with Handicapped Ramp
  - Free Public Parking – Over 100 spots within 1 block
- RCAC Coordinator and Consultation Appointments
- 4 RCAC Staff for duration of Event
- Band or D.J. has 1 hour after conclusion to break down
  - Band or D.J. to provide P.A./MC
- List of Preferred Caterers
  - no personal food/drink allowed
- List of Preferred Vendors for Decorator, Chairs, Tables, etc.
  - No Live Flame, Fog Machines, Smoke Bombs, Confetti/Glitter
- List of Suggested Cake Vendors
- List of Preferred Musicians/DJ Services

## **Additional Rental Options:**

- Beverage Package: Beer, Wine, Liquor, Soda, Water
- Benson Street Gallery Window usage
- Personalized Marquee on Benson Street Signage
- Valet Parking Services
- Additional Event Hour
- Additional RCAC Staff during event

## **Bridal Party Must Provide:**

- Down Payment at time of booking
  - \$1,000.00 **non-refundable**
- Security Deposit
  - \$1,000.00 **refundable** \*with no damage to property\*
- Signed Contract and Waiver
- Renter's Insurance
  - \$1,000,000.00 Day of Event Policy

