

## CARRBORO CENTURY CENTER FEES

EFFECTIVE JULY 1, 2023 – JUNE 30, 2024

ROOM/SPACE	USE AND CURRENT FEE Cost per hour begins at the time you wish to enter the rental space.		OTHER FEES
<p><b>Standard hours of operation: Monday through Sunday 9:00 am to 11:00 pm</b></p> <p style="text-align: center;">Before 9 am, 11 pm – 12:00 am <i>Additional fees upon approval.</i></p>	<p><b>Private Event/ Standard Fee</b></p> <p>Covers: receptions, parties, dances, meetings, or any other private gathering.</p>	<p><b>Public Event/ Special Events Fee</b></p> <p>Open to the public &amp; free.</p> <p>Covers: All events that are open to the public &amp; free.</p> <p>Fundraisers require insurance.</p>	<p><b>Nonrefundable 10% Prepayment Fee</b></p> <p>10% of the contract total is required to confirm the rental.</p> <ul style="list-style-type: none"> <li>• Amount applies toward the total rental cost, however, it will <u>not be refunded</u> should a cancellation occur.</li> <li>• If your event is rescheduled, this prepayment fee can be transferred to the new reservation date.</li> </ul>
<p><b>Century Hall <u>Weekday</u> Use</b> (9 am Monday – 5 pm Friday)</p>	<p><b>\$165.00</b> 3-hour minimum rental is required.</p> <p>-----</p> <p><b>\$55/hour</b> each additional hour.</p>	<p><b>\$87.00</b> 3-hour minimum rental is required.</p> <p>-----</p> <p><b>\$29/hour</b> each additional hour.</p>	<p>Rates outside of standard <u>weekday</u> hours: \$92.00 per hour, either event type. Half-hour additional times may be pro-rated.</p> <p>Room Reset Fee (changes on the event day): \$25.00.</p>
<p><b>Century Hall <u>Weekend</u> Use</b> (5 pm Friday – 11 pm Sunday)</p>	<p><b>\$276.00</b> 3-hour minimum rental is required.</p> <p>-----</p> <p><b>\$92/hour</b> each additional hour.</p>	<p><b>\$138.00</b> 3-hour minimum rental is required.</p> <p>-----</p> <p><b>\$46/hour</b> each additional hour.</p>	<p>Rates outside of standard <u>weekend</u> hours: \$138.00 per hour, either event type. Half-hour additional times may be pro-rated.</p> <p>Room Reset Fee (changes on the event day): \$25.00.</p>
<p><b>Activity Rooms 1, 2/3 and 4</b> (Daily, weekdays &amp; weekends)</p>	<p><b>\$47.00</b> 2-hour minimum rental is required.</p> <p>-----</p> <p><b>\$23.50/hour</b> each additional hour.</p>	<p><b>\$29.00</b> 2-hour minimum rental is required.</p> <p>-----</p> <p><b>\$14.50/hour</b> each additional hour.</p>	<p>Rates outside of standard hours, <u>weekday or weekend</u>: \$35.00 per hour, either event type.</p> <p>Room Reset Fee (changes on the day of the event): \$15.00.</p>
<p style="text-align: center;"><b>Kitchen</b></p> <p>(Daily, weekdays &amp; weekends)</p>	<p><b>\$32.00</b> 1-hour minimum rental is required.</p> <p>-----</p> <p><b>\$32.00</b> each additional hour.</p>	<p><b>\$19.00</b> 1-hour minimum rental is required.</p> <p>-----</p> <p><b>\$19.00</b> each additional hour.</p>	

### Cancellation Fees

Cancellations three weeks or more (21+ days) before the event receive a refund of rental payment minus a 10% nonrefundable prepayment fee. Reservations not canceled three weeks (21 days) in advance forfeit all rental fees.

### 50% Discount Eligibility

To Carrboro Residents only for 100<sup>th</sup> Birthday party or 50<sup>th</sup> Wedding Anniversary

### Recurring Reservations

- Patrons who rent the Century Hall 10 times or more per calendar year may pay a flat rate deposit of \$50 per calendar year.
  - Any additional bookings are subject to 10% of the contract.
- Patrons who pay the flat rate of \$50 per calendar year but cancel two or more booked rentals thereafter during the calendar year will be required to pay the 10% booking fee.
- All bookings for the calendar year must be completed on one contract.
  - Each contract may include up to 12 reservations per calendar year applying this flat rate deposit.

### Century Center Equipment

For the list of available equipment see the page titled “Audio-Visual Equipment and Service Fees”.

### Century Hall Food Fee

Fee for all refreshments and/or food service activity that takes place in the Century Hall.

Food Fee = 5% (Total cost of hours Century Hall is rented Plus any additional AV rental fees, etc.)

### Pre-Program day and overnight storage

Example: Decorations delivered the morning or afternoon before the event

\$100.00 per day Activity Rooms, first floor  
\$175.00 per day – Century Hall

### Overnight storage only

(only available when no events are scheduled after the event that requires storage)

\$50.00 per night – Century Hall  
\$25.00 per night – Activity Rooms, first floor

### Piano Tuning (beyond routine tuning 2x/yr.)

At cost

### For clarification:

1. Reservations are first come, first serve and subject to the availability of space.
2. Reservations may start no earlier than 7:00 am and must conclude, including cleanup/takedown, by 1:30 am.
3. Rental payments not received 21 days before the event will be assessed a \$25.00 late fee. Rentals will be canceled if the full balance of the rental is not received 7 days before the event.
4. Groups renting the Century Hall for a single Private Event, with a rental length of 6 hours or more, may schedule a rehearsal in the Century Hall on any date before their event, if the space is available. In the case of rehearsals, the Town will charge a prorated hourly rate instead of the full 3-hour minimum.
5. Space will not be held for ongoing events/programs until a contract has been signed, the deposit received and the reservation has been confirmed.
6. Town of Carrboro retains all rights to sales and concessions taking place in the building. Event sponsors may sell only items that are associated with their activity with prior department approval. Event sponsors can sell items only within the room in which the activity is taking place.
7. To request Town sponsorship for your event please read the eligibility requirements and the “Town-Sponsored Event Interest Form” at <https://townofcarrboro.org/FormCenter/Recreation-Parks-and-Cultural-Resources--3/Town-of-Carrboro-Requested-TownSponsored-200>.