

Grace Ballroom

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Rental Information

What is the price?

We have three rental options:

- By the hour - \$100 an hour (3 hour minimum)
- 11 hour package - \$1,000
- 15 hour package - \$1,200

We also charge a \$100 cleaning fee in addition to whichever package you chose.

What does the rental include?

It includes use of our Ballroom, as well as 13 six foot tables (rectangular), 1 four foot table (rectangular) and 140 chairs. If you prefer to bring your own tables and/or chairs, you can.

How much is the security deposit, and when do I get it back?

The security deposit is \$200 if your event does not include alcohol. If your event does include alcohol, the deposit is \$400. We will check the Ballroom for damages after the event. Please allow up to 1 week for the check to go in the mail.

What is the maximum capacity?

150

What do we need in order to reserve the date?

Two things:

- 1) You need to sign and submit the event rental contract.
- 2) You must pay half of the rental cost upon submission of the contract (this does not include other costs; for example, if you get the 15 hour package, half of the rental cost, and the amount due with the contract, will be \$600).

What is the earliest/latest we can be there?

The earliest arrival time is 8 am. The latest we stay open is 1 am. Any time spent at Grace Ballroom past your event time will result in additional fees for the rental time and for any costs for our staff.

Can we come the day (or a few days) before to do a dress rehearsal and/or setup?

You may rent any time Monday-Friday for rehearsals or setup, as long as it does not interfere with another event. If we have an event the day before yours, you are more than welcome to come after our cleaning crew has finished, so long as it is before our 1 am closing time.

Do you have a kitchen?

Grace Ballroom has a kitchenette that includes a refrigerator, microwave, and some counter space for prepping. It is not a full size kitchen and does not include an oven. We can have your meal catered for you, or you can cater your own food.

Do we need to clean up?

While we do charge a cleaning fee, it is meant to be a light clean to get everything in top shape for the next group. Excessive cleaning will lead to an extra fee (cost will vary depending on how much work to be done) that will come out of the deposit.

Are there any restrictions on alcohol?

We only allow beer and wine, and beer must be in cans. In order to have alcohol at the event, we have a few requirements:

- You must obtain a 1 day permit from the Alcoholic Beverage Control Commission (the cost is typically \$50). You can find more information about the permit at <http://abc.nc.gov/Permit/SpecialPermits>. You must obtain the permit and give a copy to Grace Ballroom no later than sixty days prior to the event.
- Grace Ballroom will, at your expense, hire an on site security guard and server. Together, they are \$40 an hour. They must be reserved the entire time your event serves alcohol, as well as 30 minutes after the bar has closed (3 hour minimum). Alcohol may not be served without both the security guard and server present.
- Alcohol may only be obtained through the server during the event. Before alcohol is served, it must be stored in a secured room. When the bar closes, any unserved alcohol will be stored in a secured room, until the event is over. Once the event is over, we will help you bring the alcohol from the secured room to your vehicle. During the event, all unserved alcohol will be in a secure room or with the server at their station.

Are there any restrictions on decorations?

We do not allow anything to be attached directly to the walls. We also do not allow glitter or confetti.