









Richardson Civic Center Leasing Office, Suite 102 411 West Arapaho Road Richardson, Texas 75080

> Phone: 972-744-4093 Fax: 972-744-5816

www.cor.net/CivicCenter

Whether you need a small meeting room for 30, a large ballroom for 400 or the entire building for your trade show, the Richardson Civic Center is here to meet your needs. Conveniently located off a major highway at the corner of Hwy 75 and Arapaho, our beautifully landscaped building offers a combination of professionalism and tranquility for a truly perfect event location! With rooms varying in size from 550 to 8400 square feet, we can accommodate large or small corporate presentations and meetings, career fairs, trade shows, wedding receptions, educational seminars, birthday and holiday parties, or almost any function you are planning. To determine if the Civic Center is the right location for your special event, contact one of our Event Coordinators. They will schedule a meeting with you to view the room(s) you are interested in leasing and help answer any questions you have about the facility including: rates, catering policies, room set-up, audio/video equipment rental, or other special needs.





## **Bookings & Contracts**

Standard events shall be contracted on a first-come, first-served basis up to one year in advance. Trade show events may be contracted two years at a time, with a hold being placed on the third.

Bookings are only available in half-day or full-day periods. Half-day periods are 8 a.m. to 4 p.m. or 6 p.m. to close. Full-day periods are from 8 a.m. to close. Closing hours are 11 p.m. Monday through Thursday and midnight Friday and Saturday. Additional time can be purchased at \$50 per half-hour; time is available as early as 6 a.m. and as late as 5 p.m.

## **Hours of Operation**

Civic Center Event Hours

Monday - Thursday 8 a.m.- 11 p.m. Friday & Saturday 8 a.m.- Midnight

Civic Center Office Hours
Monday - Saturday 8 a.m.- 8 p.m.

Civic Center Leasing Office, Suite 102

Due to leasing schedules, an appointment is needed to guarantee viewing any room. To make an appointment or to schedule an event, please call the event coordinator.

972-744-4093



# Grand Hall

RATES	Monday - Thursday	Full-day	\$900
	Friday - Saturday	Full-day	\$1,800
TING CAPACITIES	Theater Classroom Banquet Banquet (Stage 16 x Reception (Dance Ar Cluster		750 450 420 360 330 266

I	တ		
I	တ	Item	Qty.
	<b>AMENITIES</b>	Audio-Visual System LCD Projector Theatre Sized Retractable Screen Wireless Presentation Mouse	1 1 1
I		Wireless Hand Held Microphone	2
I		Wireless Lavaliere Microphone	2
I		DVD/VCR	1
I		CD Player	1
I		Tape Player	1
		Portable Stage, 4x8 Sections	16
		Electrical, Outlets	10
I		Number of Linens Included in Price	
I		Skirted & Clothed Tables	10
I		White Table Linens*	42
		*Classroom setups are an additional \$1 per person after the first 100	



# Richardson Room

Monday - Thursday

RATE	Monday - Thursday Monday - Saturday	Full-day	\$900
SEATING CAPACITIES	Theater Press Conference Classroom Banquet Reception (Dance Floo Cluster Hollow Square U Shaped	or 16 x 16)	220 144 105 96 80 70 54 45
AMENITIES	Item Audio-Visual System LCD Projector 69" x 92" Retractable Screen Wireless Presentation Mouse Wireless Hand Held Microphone Wireless Lavaliere Microphone DVD/VCR CD Player		Qty.  1 1 1 2 2 1 1 1
	Dance Floor, 4x4 Section	ons	16
	Electrical, Outlets		8
	Number of Linens Incl Skirted & Clothed Tabl White Table Linens* *Classroom setups are an a \$1 per person after the first s	es dditional	6 12



# Parks Room

RATES	Monday - Saturday Monday - Saturday	Half-day Full-day	\$300 \$600
SEATING CAPACITIES	Theater Banquet Classroom Reception (Dance Floor Hollow Square Cluster U Shaped	or 16 x 16)	120 80 75 64 48 45 43
AMENITIES	Item  Audio-Visual System LCD Projector 69" x 92" Retractable S Wireless Presentation DVD/VCR Marker Board Microphone System		Qty.  1 1 1 1 1
	Dance Floor, 4x4 Section	ons	16
	Electrical, Outlets		8
	Number of Linens Incl Skirted & Clothed Tabl White Table Linens* *Classroom setups are an a \$1 per person after the first	es dditional	4 14



# Heights or Huffhines

RATES	Monday - Saturday	Half-day	\$150
	Monday - Saturday	Full-day	\$300
SEATING CAPACITIES	Theater Classroom Board Room Hollow Square U Shaped		60 36 26 26 20

S	Item	Qty
AMENITIE	Audio-Visual System LCD Projector 69" x 92" Retractable Screen Wireless Presentation Mouse DVD/VCR Marker Board	1 1 1 1

Electrical, Outlets 3

### Number of Linens Included in Price Skirted & Clothed Tables White Table Linens



# Conference Rooms

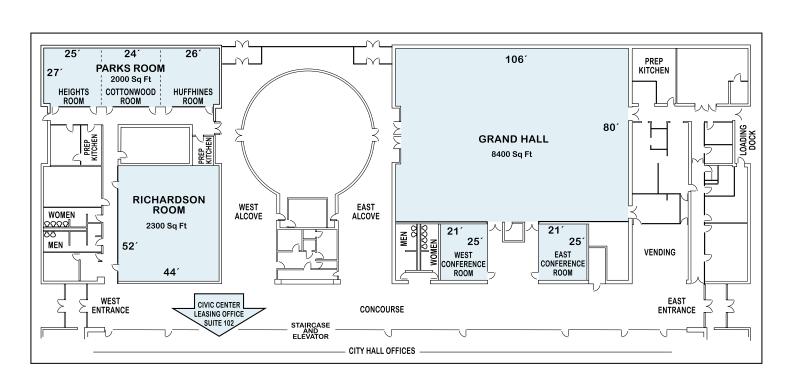
RATES	Monday - Thursday	Half-day	\$150
	Monday - Thursday	Full-day	\$300
SEATING CAPACITIES	Theater Hollow Square Classroom Board Room U Shaped		40 22 21 20 18

Item	Qty.
Audio-Visual System	
LCD Projector	1
69" x 92" Retractable Screen	1
Wireless Presentation Mouse	1
DVD/VCR	1
Marker Board	1
	Audio-Visual System LCD Projector 69" x 92" Retractable Screen Wireless Presentation Mouse DVD/VCR

Electrical, Outlets

Number of Linens Included in Price

Skirted & Clothed Tables
White Table Linens



### Catering & Alcohol

You and/or a caterer, in accordance with the alcohol and/or catering policies, may bring in food and beverage. You will be totally responsible for food and beverage service and shall hold lessor harmless for all liability, illness, or any damages arising from the bringing of such items into the Civic Center or through your caterer. You shall be responsible for cleanup. Setup and breakdown of tables are provided by the Civic Center.

- Cooking of food material is prohibited. The kitchen(s) and facilities shall be used only for food presentation.
- Selling food on the property or any type of concession is not allowed without prior approval from the Civic Center manager.

#### Richardson Civic Center Catering Options

- 1. You may have an event coordinator handle food and beverage.
- 2. You may choose a caterer from the list of approved caterers.
- 3. For a flat fee of \$300, you may choose a caterer not on the approved list.

  In order to use a caterer not on the approved list, you must sign an addendum contract and your caterer of choice must produce a health certificate and add the Civic Center as additionally insured on their policy.
- 4. For a \$25, \$50 or \$100 fee, depending on the room, you may bring in the following, all of which must be purchased prepackaged from a business: Pizza, Donuts or Bagels, Dessert, Coffee, Soda or Bottled Water

#### Richardson Civic Center Alcohol Policies

- 1. Alcohol may be served at an event as long as it is not an event honoring a minor.
- Cash bars are not allowed, nor may money or tickets be exchanged for alcohol. B.Y.O.B is not allowed.
- Any and all use of alcoholic beverages must be in strict conformance with the Alcoholic Beverage Code of the State of Texas.
- 4. Additional security in the form of off-duty Richardson Police Officer(s) will be required anytime alcohol is served. The Civic Center Manager will determine the number of officers. Security will be present from the time the first guest is scheduled to arrive until the lease expires.

### **Security**

Security will be required for any of the following:

- 1. Events serving alcohol.
- 2. Events considered "high risk" or have "value" content.
- 3. Social event and/or large attendance event.
- 4. Functions on a Friday or Saturday with or without alcohol that continue after 5 p.m.

A Civic Center Event Coordinator will reserve off-duty police officers based on an hourly rate with a four-hour minimum. The officer must be contracted to work from the beginning of the event (time guests will arrive) until the contracted end of the event including during the time people are cleaning up.

#### Fees

All monies paid to the Civic Center must be in the form of cash, check, money order, AMEX or MC/VISA/Discover. Half of the lease fee is to be paid at the time the reservation is made and the contract is signed. Deposits are refundable after the event if the room has been left in good order and all conditions of the contract have been met. The lease fee and all other monies owed shall be paid no less than 60 days prior to the event. The event is subject to cancellation should the payment not be made. Payments are not refundable upon cancellation.

