

## 4<sup>th</sup> Floor River Terrace Rental Rates Thursday – Sunday Events

For Weekday (Mon – Wed) Evening Events with 200+ Guests, Weekend Rates Apply with 20% Discount

Non-Profit Discount: 20% Off Total Rental Rate; Sunday Discount: 20% Off Total Rental Rate; Discounts Not Applicable to Required Beverage Service

Holiday Rates Apply to Major Federal Holidays

Number of Guests	3 Hour Event Rate	Tent(s) for Plan B*
0-100	\$2,750.00	30x50
101-200	\$3,250.00	30x50 & 15x50
200+	\$3,750.00	30x50, 15x50, & 15x90

\* Tents are only included as a Plan B for inclement weather, as defined in the Rental Guidelines.  
Additional fees apply for events choosing to have tents regardless of weather.

**An \$800 nonrefundable deposit is required to secure the date. The remaining balance is due 60 days prior to the event.**

### Rental Rates Include:

- Exclusive Use of River Terrace (Entire 4<sup>th</sup> Floor) for Duration of Event
- 3 Hour Minimum Event with Up to 400 Guests; Event Time Must End No Later than 12 AM
  - Vendor/Lessee Setup Time: 4 Hours Before Event
  - Vendor/Lessee Cleanup Time: 1 Hour After Event
  - Events with 200+ guests will receive an additional hour of cleanup time.
- Janitorial Porter(s)
  - 1 Porter will be scheduled for all events
- Security: BRPD or Private Security Officer(s)
  - 1 BRPD or Security Officer will be scheduled for all events
- Optional Use & Setup of the Following Tables & Chairs (*Linens Not Included*):
  - (11) – 60" Round Tables
  - (4) – 6' Banquet Tables
  - (2) – 48" Round Table
  - (8) – 30" Adjustable Height Round Wooden Bistro Tables
  - (100) – White Wood Resin Chairs

Additional Options	Rate
Each Additional Hour	\$550/hr
Wedding Ceremony Fee <i>Includes an Additional 30 Minutes to Total Event Time, a 1 Hour Rehearsal, and 3 Hours of Access to 2<sup>nd</sup> Floor Bridal Lounge</i>	\$350
Additional Setup Time with Security Guard	\$50/hour
Globe Bistro Lights with 150 Feet Minimum and Up To 500 Feet Total	\$1/foot
Additional Furniture Package Including <ul style="list-style-type: none"> <li>• (15) – 60" Round Tables</li> <li>• (4) – 6' Banquet Tables</li> <li>• (100) – White Chairs</li> </ul>	\$300 or \$8/table \$2/chair
Linens Available in White, Ivory, or Black as Follows: <ul style="list-style-type: none"> <li>• 60" Round Table = 120" Round Linen</li> <li>• 48" Round Table = 108" Round Linen</li> <li>• 6' Banquet Table = 90"x132" Linen</li> <li>• 30" High Bistro Table = 120" Linen with Tie</li> <li>• 30" High Bistro Table = 108" Linen without Tie</li> <li>• Ties for Bistro Tables or Chairs (<i>a variety of colors available</i>)</li> </ul>	\$14 per 120" Round \$12 per 108" Round \$13 per 90"x132" \$3.50 per Chair/Bistro Tie
Additional Tents ( <i>if not included in Rental Package</i> )	15x50 = \$600 15x70 = \$700 15x90 = \$800

### \$500 Refundable Damage Deposit:

A \$500 refundable damage deposit is required for all events. It is not included in the event total, as it is a check or credit card number held on file.

**Event Insurance:** All Lessees must provide a \$1,000,000 Certificate of Liability with Shaw Center for the Arts, LLC, et al. additionally insured as the certificate holder. Events with alcohol must include "Host Liquor Liability" coverage.

**For more information, please contact: 225-389-7171 or email [info@shawcenter.org](mailto:info@shawcenter.org)**