



WEST VIRGINIA DEPARTMENT OF ARTS, CULTURE AND HISTORY

FACILITY RENTAL POLICY THE CULTURE CENTER

July 2020

Operated by the West Virginia Department of Arts, Culture and History, the Culture Center has facilities available, on a limited basis, for cultural and historical non-profit organizations, state and federal government agencies, individuals, and West Virginia-based corporations. In keeping with the Department of Arts, Culture and History's mission and its support of the Governor of West Virginia's Affairs of State, the facility rental program reflects the department's efforts to educate and celebrate West Virginia's past, present and future.

The business day of the Department of Arts, Culture and History and the West Virginia Library Commission, their libraries, State Museum, exhibition galleries, administrative offices and public programs may not be interrupted by or altered for organizations renting the facilities.

- Public access to the Culture Center must remain available during regular operating hours.
Regular operating hours are Monday through Saturday, 9 a.m. to 5 p.m.
- Even when administrative offices are closed, the Great Hall is a public space and the public can enter to view all exhibits and visit the West Virginia State Museum Gift Shop when it is open.
- The Culture Center is not available as a rental facility on state holidays.

The renting organization assumes liability for loss or damage to Culture Center property that results from its use of the facilities. The renting organization further agrees to hold the Department harmless for loss or damage to the property of its guests or any injuries sustained by guests while on Culture Center premises.

The Culture Center, as a public building, has an appearance and atmosphere which is to be maintained, regardless of any activity within the building. All clean-up and removal of materials brought to the facility will be done immediately following the event and is the responsibility of the renting organization.

Please read the following policies entirely then complete, sign, and return the form attached to confirm your reservation and verify that you have read, understood, and accepted the terms of the agreement.

NOTE: Until the reservation request form is complete and accepted by the Culture Center events staff, the reservation is not confirmed.

FACILITY RENTAL TERMS

- EQUIPMENT:** Department staff operate all equipment in the State Theater unless otherwise stipulated in the agreement. Department staff operate the sound system(s) provided in all locations of the building. The renting organization may be responsible for operating slide projectors, CD and DVD/Blu-Ray set-ups in conference rooms. The Department is not responsible for damage to tapes, slides, jump drives, CDs, DVDs, or Blu-Rays. The renting organization is liable for damage to the Department's equipment caused by its operator's error.
- DECORATIONS:** All exhibits and plans for decorations must be provided in writing to the events staff for approval. Additions to the approved plan are subject to approval by the events staff and may not be allowed. Balloons and open flames are *prohibited* in the Culture Center.
- FOOD/BEVERAGES:** Food and beverages may be served in the Great Hall and Green Room but are prohibited in the State Museum, libraries, State Theater, Lobby and Balcony Galleries. Caterer contact information must be provided to events staff at least four days before the event.
- ALCOHOL:** Alcoholic beverages may be served only after the Culture Center's business operation hours. Cash bars are not allowed, but drink tickets can be sold separately. Renting organizations and caterers are responsible for compliance with all applicable state laws for dispensing alcoholic beverages, including having a certified bartender. Renter and caterer assume all liability if these laws are not followed. Please see additional information for catering rules and provide them to your caterer.
- SMOKING:** Smoking and the use of any tobacco products are prohibited in the Culture Center.
- DELIVERIES:** A list of deliveries with delivery dates and times must be provided to the Culture Center events staff in advance. Renter must have a designated on-site contact person present to sign for and accept deliveries. The Culture Center staff is not responsible for accepting deliveries.
- PARKING:** On-site parking is limited to Capitol Complex visitor parking lots which are metered during business hours. No parking is permitted on walkways or grass within the Capitol Complex. **Special parking requests must be directed to the Department of Administration at (304)558-2300 by the renting organization.**
- FEES:** The renter agrees to pay applicable fees needed for the event. These include equipment, security, technical services and custodial charges for all rentals. An estimate is available at the request of the renting organization.
- EXHIBIT AREAS:** The Culture Center lobby and balcony exhibit areas are non-rental spaces.
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Some programs of the West Virginia Department of Arts, Culture and History receive federal funds from the National Endowment for the Arts, the National Endowment for the Humanities, and the National Park Service, Department of the Interior. Regulations of these federal agencies, as well as state policies, strictly prohibit unlawful discrimination in state or federally funded programs on the basis of race, color, national origin, age or handicap. Any person who believes he or she has been discriminated against should write to: Director, Equal Employment Opportunity Office, State Capitol, Building One, Room M-146, 1900 Kanawha Boulevard East, Charleston, WV 25305.

RESERVATION AND PAYMENT PROCEDURES

Requests for reservations may be placed by contacting the Department's Room-Booking Coordinator at (304) 558-0220, ext. 171 or may be sent to Events, c/o The Culture Center, 1900 Kanawha Boulevard East, Charleston WV 25305.

If the requested date is available, it will be tentatively reserved (HOLD) while FACILITY RENTAL POLICY and CONTRACT FORMS are mailed or faxed. Confirmation will be made only upon receipt of the completed, signed and dated contract. The Department requires a \$50 non-refundable deposit with the contract. The final balance is due within 30 days of receipt of the final invoice. (**NOTE:** State and federal government agencies are not required to provide a deposit).

The renting organization is responsible for designating an on-site contact person to provide all details of the event, including set up, arrival times, deliveries, and catering information. The Room-Booking Coordinator may require an on-site tour of the facilities with the renting organization and, if applicable, the caterer prior to an event.

CANCELLATION: The non-refundable deposit will not be returned if the event is cancelled.

ESTIMATE: The renting organization may request an estimate of the cost for the event. This is only an estimate and is subject to change depending on the services rendered on the day of the event.

HOLDS: A hold may be placed on a date. Holds will only be valid for 30 days. If we do not receive a contract by that point, the date will be released. A reminder email will be sent before the 30 days is up, but it is the responsibility of the renting organization to return a contract to secure the date.

RESCHEDULING: The Department reserves the right to reschedule an event when the need arises for use of the space for its own programming. The renting organization will be given reasonable notice of the change and rescheduling will take place when the Department has no other feasible alternative.

If an event must be cancelled due to inclement weather or other unforeseen circumstances all efforts will be made to reschedule depending on the availability of dates.

NOTE: Contracts should be filled out completely before they are returned. Information may change, but it is important we have all information provided to us in the beginning for a smooth and successful event.

FACILITY RENTAL FEES

NOTE: All rental fees are subject to tax unless the renting organization provides a current exemption certificate or direct-pay permit.

<u>Facility</u>	<u>Nonprofit</u>	<u>For-Profit</u>
Great Hall (8 a.m. to 5 p.m.)	\$500.00	\$1,000.00
Great Hall (after 5 p.m.)	\$600.00	\$1,200.00
Great Hall (8 hours or more)	\$900.00	\$1,800.00
Theater (6 hours or less) *	\$500.00	\$1,000.00
Theater (7 to 12 hours) *	\$750.00	\$1,500.00
Green Room (8 a.m. to 5 p.m.)	\$300.00	\$500.00
Green Room (after 5 p.m.)	\$400.00	\$700.00
Education Media Room (half day)	\$150.00	\$300.00
Education Media Room (full day)	\$250.00	\$450.00
Plaza Deck	\$600.00	\$1,000.00
Plaza Deck (hour or less)	\$150.00	\$300.00

Theater/Great Hall fees include staff supervisor.

**Theater reservations include the Green Room and Dressing Rooms during reserved theater times.*

Additional use of these spaces will have additional charges.

NOTE: The Department reserves the right to charge additional fees for the time an event exceeds the confirmed reservation time limit. Those charges are \$100 for the first hour and \$200 for every additional hour after that and may include additional staff service charges.

SERIES PROGRAMS

Contractual arrangements may be made for a series of four or more events. Fees for a series of events are covered by a separate fee scale and can be discussed with the Room-Booking Coordinator.

PERSONNEL FEES

Fees for Culture Center personnel services are based on the total amount of time staff members are assigned to an event, not the hours of the event. These hours cover room set-up, technical services set-up, rehearsals, reviews and supervision.

Technician	\$20.00/hr.
Event Management Team	\$25.00/hr.
Museum Staff	\$15.00/hr.
House Manager (<i>for Theater rental</i>)	\$ 8.00/hr.
Security	\$35.00/hr.
Custodians (<i>crew</i>)	\$25.00/hr.

EQUIPMENT FEES

PA System (<i>Great Hall Only</i>)	\$100.00
Television/AV Cart/ DVD/Blu-Ray Player	\$100.00
LCD Projector (<i>Theater Only</i>)	\$100.00
Rear Screen Video Projection	\$150.00
Large Video Screen	\$150.00
PowerPoint Presentations (<i>Theater Only</i>)	\$100.00
Choir Risers	\$100.00
Wenger Risers	\$150.00
Piano (<i>includes tuning/maintenance</i>)	\$150.00
10 X 10 Tents (<i>Plaza Only</i>) (<i>limited amount</i>)	\$100.00

- *Computer with internet access/live streaming available upon request
- *Internet access/live streaming (testing necessary - personnel charges will apply)
- *Public Wi-Fi is available
- *Audio/Visual equipment available upon request

TABLE AND CHAIRS

A limited number of tables and chairs (blue folding chairs with gold state seal) are available at no additional charge.

Table sizes available:

- 6' Rectangle tables
- 8' Rectangle tables
- 72" Round tables
- High top tables
- Cocktail (low top) tables

LINENS

Linens are available at a cost of \$35 to \$40 per linen, depending on the sizes of linens required. The Culture Center has a limited selection of colors (navy, black, white, or blue and gold) and sizes available for rent. Some caterers can also supply linens, or renters may bring their own linens to events.

NOT ALLOWED

- Open flames are not permitted (LED or flameless candles are permitted.)
- Balloons are not permitted indoors (even on a string.)
- Blocking any entrances, exits, or fire doors (This includes the way to the museum, or libraries.)
- Food or drink on any of the carpeted areas (exhibit spaces.)

SET-UP/TAKEDOWN GUIDELINES

The Department of Arts, Culture and History's guidelines are provided to prevent physical damage to the facility, minimize inconvenience to the public visiting the facilities, and ensure the safety of materials on exhibit. Only renters who honor these guidelines will be considered for future event space rentals.

- ROOM-BOOKING COORDINATOR:** The Room-Booking Coordinator may request a walk-through of the facilities with the renting organization and/or the caterer to coordinate arrangements. Exhibits in place may not be disturbed or moved.
- FOOD:** When food is served at an event, food must be kept to the marble floor. No food or drink is permitted on the carpeted spaces. This includes on top of exhibit cases.
- LIQUOR/LIABILITY:** Liquor services are allowed only after normal business operating hours. The caterer must provide evidence that all requirements have been fulfilled by the WVABCA standards and requirements listed on the next page.
- SMOKING:** Smoking and use of all tobacco products are prohibited in the Culture Center.
- TABLES/CHAIRS/SUPPLIES:** Per contractual arrangement, the Culture Center can supply a limited number of tables and chairs for a rental event during business hours. When a large supply of tables and chairs is needed, the renter must make arrangements with a local rental company and must sign for all deliveries. When tables and chairs are needed for large after-hour events, the renter/caterer may be asked to furnish personnel to set up tables and chairs and to remove them when the event is over.
- LINENS:** Linens are available at a cost of \$35 per linen, depending on the sizes of linens required. The Culture Center has a limited selection of colors (navy, black, white, or blue and gold) and sizes available for rent. Some caterers can also supply linens, or renters may bring their own linens to events.
- DELIVERY/PICKUPS:** Room-Booking Coordinator must be supplied with a schedule of deliveries and pick-ups prior to the event. All loading shall be limited to the loading dock at the rear of the building unless previous arrangements have been approved. **When unloading/loading is complete, vehicles must be moved from the loading dock.**
- CLEAN-UP:** All supplies used for the event must be removed from the premises at the end of the event unless other arrangements have been made. Items left without arrangement are not the responsibility of the Culture Center.
- WEST VIRGINIA STATE MUSEUM** The West Virginia State Museum may remain open for after-hour events upon request of the renter. Please inform the Room-Booking Coordinator and they will check availability. Food and drink are not allowed in the museum areas.
- WEST VIRGINIA GIFT SHOP** The West Virginia Gift Shop featuring Tamarack: *The Best of West Virginia* may remain open for events upon request of the renter. Please contact the shop manager at 304-205-7911.

CATERER GUIDELINES

The Department of Arts, Culture and History's catering guidelines are provided to prevent physical damage to the facility, minimize inconvenience to the public visiting the facilities, and ensure the safety of materials on exhibit. Only caterers who honor these guidelines will be allowed to operate on the premises

FOOD: No food may be prepared in the Great Hall or Green Room. Warming equipment must be limited to hot trays and Sterno warmers. A small hallway near the Great Hall may be used for small item preparation.

DELIVERY/PICKUPS: Caterers must coordinate with the Room-Booking Coordinator on the delivery time. All loading shall be limited to the loading dock at the rear of the building, unless previous arrangements have been approved. **When unloading/loading is complete, catering vehicles must be moved from the loading dock.**

CLEAN-UP: Catering personnel shall clear away all equipment, food, linens and their own trash at the end of the evening. Before, during, and after the event; catering personnel must keep work and serving areas reasonably clean. All supplies used for the event must be removed from the premises at the end of the event unless other arrangements have been made. Items left without arrangement are not the responsibility of the Culture Center.

ALCOHOL GUIDELINES

The Department of Arts, Culture and History follows all rules and guidelines set forth by the West Virginia Alcohol Beverage Control Administration. Full guidelines can be found at www.abca.wv.gov. The following will pertain to all catering from now until further notice regarding the service of alcohol. Only caterers who honor these guidelines will be allowed to operate on the premises.

ALCOHOL: Alcoholic beverages may be served only after the Culture Center's business operation hours. Cash bars are not allowed, but drink tickets can be sold separately. Renting organizations and caterers are responsible for compliance with all applicable state laws for dispensing alcoholic beverages, including having a certified bartender. Renter and caterer assume all liability if these laws are not followed.

We must have on file prior to catering an event:

- (Yearly) Proof of General Liability Insurance which includes full coverage for the Liquor (beer, wine, and liquor) Law Liability and Products Liability
- (Yearly) Proof and Names of Certified Bartenders (Updated as Need Be)
- (Per Event) Copy of WVABCA Special Events, Fairs, and Festivals License

State Theater

Appropriate Uses: *Lectures, Films, Audio/Visual Presentations, Teleconferences, Awards Ceremonies, Theatrical Performances, Concerts, Television and Radio Broadcasts, and Meetings*

General Information on Theater:

- 464 Seats: 339 on main floor; 125 in balcony
 - Complete theatrical lighting and sound system
 - Equipment available for film, video and slides
 - Audio equipment in place for public speaking, cassette, and CD format recording
 - Grand piano & Electric Piano
 - Limited platforms and risers
 - Props, stage furnishings, and costumes must be provided by renter
 - Wheelchair seating is provided on main floor of the theater
 - **No food or drink allowed in the State Theatre**
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Great Hall

Appropriate Uses: *Receptions, Catered Meals, and Press Conferences*

General Information on Great Hall:

- Public entrance of the Culture Center
 - Usable floor space measures 84 feet by 42 feet
 - Standing buffet reception capacity: 250
 - Sit-down dinner capacity: 150
 - Restrooms are located on the main floor.
 - Water fountains are in the alcoves on the far right and left sides of the main floor.
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Plaza Deck

Appropriate Uses: *Receptions and Outdoor Events*

General Information on Plaza Deck:

- Usable space 300 x 300
 - Outdoors
 - Limited tents available for rental
 - Limited tables and chairs
 - In case of inclement weather, the Great Hall may be available, depending on the size of the rental party and previously scheduled programming.
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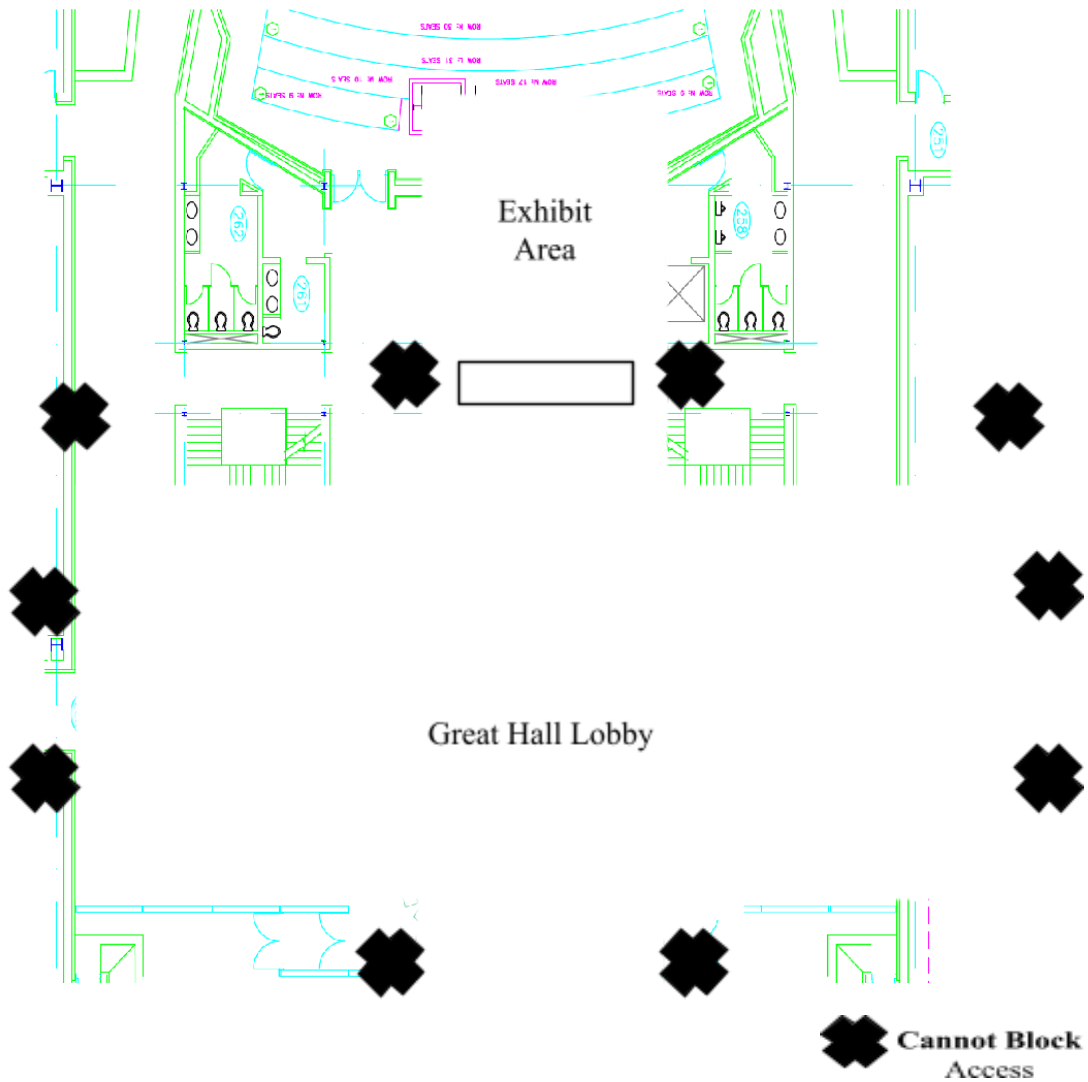
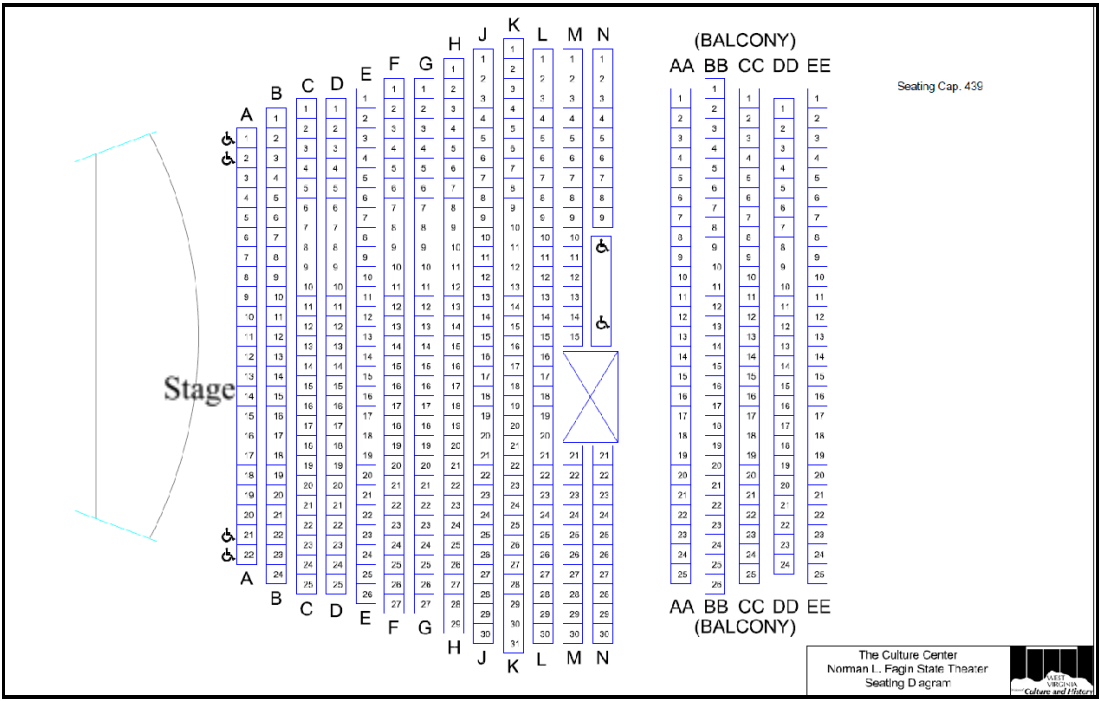
Media Room

Appropriate Uses: *Small Meetings, Small Lectures, and Teleconferences*

General Information on Media Room:

- 45 seating capacity- maximum
 - Equipment available for film, video and slides.
 - Audio equipment in place for public speaking, cassette, and CD format recording
 - No food or drink allowed!
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All rental spaces are accessible to the handicapped.



Proposed Caterers

(Below is a list of caterers who are familiar with our guidelines. You are welcome to use another licensed caterer if you provide contact information to event staff.)



able/willing to obtain alcohol licenses



can provide table settings



can provide linens

1010 Bridge
Aaron Clark
1010bridge.com
1010@1010bridge.com
681.265.0599



Bridge Road Bistro
Sandy Call
thebridgeroadbistro.com
sandy@thebridgeroadbistro.com
304.720.3500



Cheerful Heart Catering
Laura Withrow
cheerfulheartcateringwv.com/home/4939005
cheerfulheartcatering@gmail.com
304.419.5838

Meticulous
Wendy Johnson
meticulous@suddenlink.net
304.343.0090



Swiftwater Café
Teddy Queen
swiftwatercafe.com
teddy@swiftwatercafe.com
304.342.2443



Purple Onion
Allan Hathaway
capitolmarket.net/vendor/the-purple-onion/
purpleonionco@aol.com
304.342.4414

South Hills Market
Rich Arbaugh / Chef Steve
www.southhillsmarket.com
304.345.2585



Wellington's Café
Rick Lowe
facebook.com/WellingtonsWV
wellingtonscafewv@gmail.com
304.343.3222



Rollin' Smoke BBQ
Carla & Marsha Aplin
rollinsmokebbqribs.com
rollinsmokebbqribs@yahoo.com
304.437.2643

Tastefully Dun
Chastity Thomas
tastefullydun.com
tastefully_dunn@yahoo.com
304.400.4801



Unique Productions
Gloria Rhem
grhem@aol.com
304.442.2122

Chef Paul Smith LLC
Paul Smith
thechocolatesmith@yahoo.com
707.235.8072

Food Among the Flowers
Greg Harkins
therentalparty.com
greg@therentalparty.com
304-345-7994
800-346-7994



GREEN ROOM POLICY

1. Green Room furniture remains in the Green Room. No additional chairs may be placed in the room; extra chairs may be set up along the walls in the hallway if needed.
2. Furniture in the Green Room can be rearranged, upon request, by Department staff. The tables can be separated or moved against the walls. If reserved, an extra folding table can be added by the Culture Center.
3. Linens can be requested and, if available, rented for \$35 to \$40 apiece. You may bring your own linens.
4. The ovens, stovetop and dishwasher may NOT be used by renters. Caterers must use Sterno or warmers to keep food hot.
5. The icemaker and refrigerator may be used by the renting organization. The refrigerator must be cleaned out after the event. Only items brought by the renting organization may be used. Other items belong to the Department.
6. Supplies such as cups, plates, napkins, coffee, etc., located in the Green Room cabinets are the property of the Department of Arts, Culture and History and are not for the use of renting organization.
7. No items may be taped, hung or nailed to the walls, ceiling or cabinets. Easels are acceptable and can be made available by an advanced request.
8. The Department does not provide ironing boards, irons, coat hangers, etc. These items along with make-up and cosmetics must be provided by the renter and used in the DRESSING ROOMS only. A coat rack may be placed outside the Green Room if it does not block the hallway completely.
9. There are coat racks in each dressing room.
10. A TV & Projector are available. Please discuss with the Events staff before your event to ensure we have the proper connections for your presentation.

Please sign acknowledging that you read, understood and agree to the above policy regarding the Green Room, Dressing Room, and All Included.

Signed: _____

Date: _____

THE CULTURE CENTER RENTAL REQUEST/AGREEMENT

NAME: _____

BUSINESS/FOR-PROFIT: NON-PROFIT: GOVERNMENTAL AGENCY:

CONTACT NAME(S): _____

Address: _____

City: _____ State: _____ Zip: _____

Email address(es): _____

Telephone #: Day _____ Evening: _____ Fax: _____

EVENT: _____ Tickets? Open to the Public?

Requested site(s): Great Hall Theater Green Room Media Room Plaza

Date(s) of Event: _____ Estimated # of Guests: _____

Start time(s): _____ End Time: _____

On site event contact name: _____ Phone number: _____

Time of arrival for set-up: _____

Caterer: _____

Contact name(s)/phone #(s): _____

The caterer will arrive at _____ to set up. Is the caterer bringing linens? YES NO

Will there be alcoholic beverages served? YES NO **If Yes, Please Provide Caterer the Alcohol Guidelines**

I hereby affirm that I have read the policies and procedures for the rental of facilities available in The Culture Center and agree to abide by them if my request is accepted.

**DEPARTMENT OF ARTS,
CULTURE AND HISTORY**

RENTER

(Signature)

(Signature)

(Printed name)

(Printed name)

(Title)

(Title)

(Date)

(Date)

After signed agreement is reached, mail
A \$50 non-refundable deposit to:

West Virginia Department of Arts, Culture
and History
Attn: Events
1900 Kanawha Blvd East,
Charleston, WV 25305-0300

For Arts, Culture & History Only:
Walk through required? Yes No
Scheduled Date/Time: _____
Deposit Rec'd: _____
501(c) (3) form Rec'd: _____