

The Studio at CTG

Day	Hours	Time (Hours are Flexible)	Price
Weekday/Weeknight			
M-Fri	Full Day	7 Hours	\$300
M-Th	Evening	6 Hours	\$375
Friday			
	Evening	8 Hours	\$600
Saturday			
	Day	4 Hours	\$400
	Evening	8 Hours	\$800
Sunday			
	Day	4 Hours	\$400
	Evening	4 Hours	\$375

Rental Rates

Additional Hours: Weekend additional hours are \$100/hour. Weekday and weeknight additional hours are \$50/hour (excludes Friday nights). **Please add \$300 to any rental rate that falls on a holiday including: Christmas, New Years and New Year's Eve, Halloween, and Thanksgiving.**

The Mosh Terrace: The MoshTerrace is available to add to a rental for \$50/hour.

Security: If your event will have more than 125 guests, there will be an additional cost for security.

Insurance: All clients must have at least \$500,000 liability insurance listing the Community Theatre of Greensboro as "additional insured". Proof of this insurance must be received one month prior to the event.

The following services are available with your rental:

- Chair and table set-up for your event
- One complimentary planning session with our Sales Staff (by weekday appointment) to assist you in preparation of your floor plans and bar arrangements
- On-Duty Operations Manager and appropriate staff for the duration of your event
- One complimentary rehearsal (60 minutes in length any weekday from 10am to 5pm.)

Capacity

Capacity is determined by number of guests, staff, tables/chairs and the room set-up.

Deposit

A 50% nonrefundable deposit is required to secure a rental date. The balance of the rental fee is due 90 days prior to the event. A \$300 refundable damage deposit is due 30 days before the event date unless otherwise agreed. If applicable, this damage deposit will be refunded 7-10 business days after the event date.

All deposits and fees can be secured by cash, check, or money order. Credit Cards are accepted but a 3.75% service charge does apply to all credit card transactions.

Your responsibilities

You are ultimately responsible for the operation of your event, including finalizing the floor plan and contract with our staff. Keep in mind that your event time includes set-up and clean-up. As there is more than one venue on the property, please be respectful of any other events that may be taking place at the same time as your event, including planning for any scheduled vendors. For your guests' convenience, please note on your invitations and announcements which space on the Studio B property your event is scheduled for.

Deliveries

All deliveries are accepted Monday through Friday between the hours of 9am and 12pm and 1:30pm and 4pm. Deliveries may also be scheduled during your access time. Deliveries will not be accepted between 12pm and 1:30pm daily. Please schedule all deliveries in advance by contacting The Studio at CTG office and confirming the date and time with one of our representatives.

Parking

You may not park in The Studio at CTG parking spaces during your event. Bands and caterers may unload and load in through rear loading doors but must move their vehicles afterwards. There is free parking available on the street and in the nearby lots.

Fee information

As stated in the General Rental Rate sheet, you may receive a complimentary planning sessions with our Sales Staff for your floor plan and bar arrangements. We ask that you schedule this time 30 days prior to the event date to ensure the quality of your event. Requested changes made to our office within 10 days of the event are not guaranteed, but will be handled to the best of our ability.

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Purchase Prices of Extra Hours (based on availability)

Early entry or late stay hours may be purchased at any time 7 days prior to the event at the hourly rate of \$150/ hour on weekends, \$50/hour on weekdays and \$100/hour on weeknights (excluding Friday nights). Extra hours purchased less than 7 days prior to your event will cost \$300.00 per hour.

Room Re-set Fees

Any event requiring a re-set of the room (moving tables and chairs to accommodate a different seating style during the event), will incur a \$50 re-set fee.

Damage/Clean-up Deposits

Your damage/clean-up deposit is required no later than 30 days in advance of your event. It will be refunded upon satisfactory inspection of the kitchens, rooms, and grounds. The damage deposit may be secured with a separate check or cash. No charges will be applied to the account unless it is deemed there is damage to the property or any unpaid balances remaining. Your responsibilities include any areas left unclean, damage done by guests or vendors, or any overages in the headcount for the bar. If the cost of the damage exceeds \$300 you are responsible for the total difference.

This information can help avoid losing your damage deposit.

Room Decorations

- Decorations must be removed at the end of the event, unless previously cleared with the On-Duty Operations Manager
- You are asked to ensure that decorations are tied to fixtures. No tape, tacks, nails, staples, or glue may be used to attach decorations to the walls, wood, stone or any surface, unless hooks or nails are already in place. The on-Duty Operations Manager will have the final approval. If you have any questions please check with them.
- Only flameless candles are allowed inside the building area.
- No glitter, sparklers, confetti, poppers, canned string, sand* or similar products are allowed inside or outside the buildings and grounds areas.
- No fog or smoke machines are allowed in any room, although proper use of dry ice is acceptable.
 - * Sand may only be used during sand ceremonies

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Audio / Visual Equipment Price List

Included Amenities upon request (no cost)

- 120 banquet chairs
- (14) 5' round tables
- (6) 26" x 18" 2-top tables
- (4) 28" round, 41" high cocktail tables with (2) cocktail chairs at each
- (2) 24" x 28" silver tables
- (2) 8' banquet tables
- (5) 6' banquet tables
- (2) 4' banquet tables
- (2) matching black chairs
- House Lighting-dimmed or brightened
- Tabletop podium

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The Studio at CTG Bar Services

Open bar - Individual drink pricing option

Alcohol is provided by The Studio at CTG and is invoiced to the client based on consumption at the end of the event.

Cash bar option

Alcohol is provided by The Studio at CTG and guests pay for each individual drink.

Pricing per drink is as follows:

- Soft Drinks \$ 2.00 each
- Domestic Beer \$3.00 each
 - Bud Light, Michelob Ultra
- Premium Beer \$4.00 each
 - Natty Green's Buckshot Amber Ale, Corona Extra
- Wine \$6.00 each
 - Sauvignon Blanc, Chardonnay, Cabernet Sauvignon, Merlot
- Sparkling Moscato \$7.00 each or \$30.00 per bottle
- Mixed Drinks (house liquors) \$5.00 each
- Mid Shelf liquors \$6.00 each
- Top Shelf liquors \$8.00 each
- Premium liquor \$10.00 each

Package Pricing

- **Option One** - Unlimited beer/wine (house red and white) and soda - \$20 per guest for 3 hours or less; \$5 per guest for each additional hour
- **Option Two** - Unlimited beer, wine, mixed drinks and soda - \$26 per guest for 3 hours or less; \$6 per guest for each additional hour
- **Premium Option** – Unlimited beer/wine, premium liquors, and soda - \$32 per guest for 3 hours or less; \$8 per guest for each additional hour
- **Champagne Toast Add On** – Includes one glass of champagne for each guest; additional \$4 per guest added onto any package

Corking Fee – There is a \$400.00 corking fee.

Ordering - The Studio at CTG can order specific beers, wines, or liquors for your event, however at the end of the night you will be responsible for buying the remaining stock.

*Price is based on domestic beer and house wine and liquor. Additional charges apply for top shelf liquor, imported beer or special wine requests. An 18% gratuity will be added to any bar package. Prices subject to change.

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The Studio at CTG approved caterers

Each of our caterers has been selected because of their unique style and commitment to quality food. The Studio at CTG recommends using one of our approved caterers however, a caterer of one's choice can be used for an additional fee. Clients choosing to use their own licensed and insured caterer will need to contact the caterer and negotiate with the vendor directly. There is a \$100 fee for using a caterer not on our preferred caterers list.

Catered Affairs by Rumas www.rumac.com	(336)759-0003
Culinary Visions Catering www.culinaryvisions.com	(336) 632-0550
Exclamations Catering www.exclamationscatering.com	(336) 299-2600
Iron Hen Café www.ironhen.com	(336)617-7105
Painted Plate Catering www.paintedplate.com	(336) 230-2433
Pastabilities www.2pasta3.com	(336)272-7823
Pepper Moon Catering www.peppermooncatering.com	(336) 218-8858
Sweet Basils www.sweetbasilsrestaurant.com	(336) 632-3070
Visions Catering www.visionscatering.com	(336) 669-3212

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Caterer and Self-Catering Responsibilities

- Outside caterers (not our preferred vendor's list) and those who are self-catering are required to meet with our building managers prior to the event date.
- Grilling indoors or outdoors is prohibited.
- All caterers are responsible for the following:
 - Provide ice for any catering needs
 - Preparing of food off-premises. Prep areas are to be used for service and storage areas only. (No food preparation may take place on premises - dishes may be scraped into trashcans, but not washed on premises.)
 - Meeting with and checking out with The Studio at CTG On-Duty Manger before leaving at the end of the event
 - Pick up/bussing of all dishes and glassware throughout the event
 - Disposing all trash in the dumpster and replacing trash can liners with your own bags
 - Wiping down all tables
 - Sweeping of floors
 - Spot cleaning any spills or food particles (cake icing, fruit, pasta, etc.) left in all areas
 - All decorations, table linens, glassware must be removed at the end of the night from both inside and outside the building
 - Remove all decorations from outside of building and bring in any of The Studio at CTG's property (easel, additional lights, chairs, etc.)

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