

# The Studio at CTG

| Day                        | Hours       | Price (Hourly)  | Special Block Rates                  |
|----------------------------|-------------|-----------------|--------------------------------------|
| Mon-Fri                    | 9am to 5pm  | \$50 an hour    | Full Day (9 to 5) for \$350          |
| Mon-Thu                    | 6pm to 11pm | \$85 an hour    | Full Evening (6 to 12) for \$500     |
| Friday                     | 6pm to 12am | \$110 an hour   | Full Evening (4 to 12) for \$750     |
| Saturday (Before 4pm)      | 9am to 4pm  | \$100 an hour   | Full Day (9 to 4) for \$650          |
| Saturday (After 4pm)       | 4pm to 12am | \$115 an hour   | Full Evening (4 to 12) \$800         |
| Sunday (Before 5pm)        | 9am to 5pm  | \$100 an hour   | Full Day (9 to 5) for \$650          |
| Sunday (After 5pm)         | 5pm to 11pm | \$85 an hour    | Full Evening (5 to 12) for \$500     |
| Additional Hours (Fri-Sat) | 12am to 2am | 2x hourly price | <i>Subject to Staff Availability</i> |
| Additional Hrs (Sun-Thu)   | 11pm to 1am |                 |                                      |

All events have a 3hr minimum.

## Rental Rates

**Holiday Hours:** Please add \$300 to any rental rate that falls on a Federal Holiday (Includes New Year's eve and Christmas Eve)

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

**Security:** Security is required for any event with at least 80 total attendees. The number of security personnel increases at 100 attendees and again at 125.

**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

**Capacity:** Capacity is determined by number of guests, staff, tables/chairs and the room set-up. It can have a maximum of 200 to 125 depending on setup of event.

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**Deposit:** A \$150 or 20% nonrefundable deposit (whichever is higher) is required to secure a rental date. The balance of the rental fee is due one month prior to the event.

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 Community Theatre of Greensboro property your event is scheduled for.

### Deliveries

All deliveries are accepted Monday through Friday between the hours 1:30pm and 4pm. Deliveries may also be scheduled during your access time. Deliveries will not be accepted between 12pm and 1:30pm daily. You must schedule all deliveries in advance by contacting The Studio at CTG office and confirming the date and time with one of our representatives. Large packages will incur an additional charge based on its size if delivered prior to the event.

### 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. There is also a large pay lot at 123 Lewis Street that is nearby and easily accessible.

### Fee information

As stated in the General Rental Rate sheet, you may receive a 1-hour complimentary planning session with our Sales Staff for your floor plan and bar arrangements. We ask that you schedule this time at least 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. Additional planning sessions can be charged at \$10 an hour.

### Purchase Prices of Extra Hours (based on availability)

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Early entry hours may be purchased at any time 7 days prior to the event at the hourly rate of \$150/ hour on weekends, \$75/hour on weekdays and \$100/hour on weeknights (excluding Friday nights). Extra hours purchased less than 7 days prior to your event will cost \$100 to \$200 per hour. Closing hours are 11pm Sunday through Thursday and midnight for Friday and Saturday.

### **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 Charges**

Your damage/clean-up charge will be billed upon unsatisfactory inspection of the kitchens, rooms, and grounds. 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. You are responsible for the total costs of all damages.

***The following information can help avoid being charged***

### **Proper Care of the Floor**

- Making sure that all spills and dropped food are instantly cleaned from the floor will prevent additional charges to maintain floor after event is over.
- Scrapes and scratches from guests, vendors, or other entities not properly lifting tables and chairs before moving them are the sole responsibility of the renter.

### **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 electric/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 machines are allowed in any room; proper use of dry ice is acceptable.

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# Equipment List

Included Amenities upon request (no cost)

- 100 banquet chairs
- (12) 5' round tables
- (5) 26" x 18" 2-top tables
- (3) 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
- (1) 4' banquet tables
- (2) matching comfort black chairs
- House Lighting-dimmed or brightened
- Blackout Curtains for the large windows
- And more

For an additional charge (based on availability) we do have a Projector and Projector screen.

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# The Studio at CTG Bar Services

## Open bar - Individual drink pricing option (Cash/Card Bar)

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

- **Drink Tickets** – You may pre-purchase drink tickets prior to your event as a gift for your patrons.
- **Champagne Toast Add On** – Includes one glass of champagne for each guest; additional \$4 per guest added onto any package.
- **Other Methods** – The Studio at CTG is willing to be creative and assist you to make sure your event is everything you want; ask about other options.

**Corking Fee** – If you would like to bring in outside alcohol, you will be charged a corking fee based on how many attendees you have at your event. This fee means that CTG staff will not be operating the bar and it will be closed and lock for the event.

**<75 attendees** -- \$350, **75 to 125 attendees** -- \$475, **>125 attendees** -- \$600

**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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# Caterer and Self-Catering Responsibilities

- Caterers and those who are self-catering are required to speak with our Event Planner at least a week prior to the event date regarding accommodations and parking/unloading protocols.
- 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 outside receptacles.
  - 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.)
  - All of these must be completed by the end time of the agreed upon contract.

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## Possible Caterers

Each of these caterers has been selected because of their unique style and commitment to quality food.

If you would like to be added to our list of caterers, please contact our Events Planner by emailing [Events@ctgso.org](mailto:Events@ctgso.org)

|   |                |
|---|----------------|
| Catered Affairs by Rumac<br><a href="http://www.rumac.com">www.rumac.com</a>                            | (336)759-0003  |
| Culinary Visions Catering<br><a href="http://www.culinaryvisions.com">www.culinaryvisions.com</a>       | (336) 632-0550 |
| Exclamations Catering<br><a href="http://www.exclamationscatering.com">www.exclamationscatering.com</a> | (336) 299-2600 |
| Iron Hen Café<br><a href="http://www.ironhen.com">www.ironhen.com</a>                                   | (336)617-7105  |
| Painted Plate Catering<br><a href="http://www.paintedplate.com">www.paintedplate.com</a>                | (336) 230-2433 |
| Pastabilities<br><a href="http://www.2pasta3.com">www.2pasta3.com</a>                                   | (336)272-7823  |
| Pepper Moon Catering<br><a href="http://www.peppermooncatering.com">www.peppermooncatering.com</a>      | (336) 218-8858 |
| Visions Catering<br><a href="http://www.visionscatering.com">www.visionscatering.com</a>                | (336) 669-3212 |

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