

The Clayton Center

Auditorium

Corporate Rates

\$100 per hour/4 hour minimum

Civic and Non-Profit Rates

\$75 per hour/4 hour minimum

Additional Charges

- \$150 Damage Deposit (this is in addition to the rental fees and is refunded no earlier than 2 weeks after the rental)
- \$10-\$25/hr. Charge for each technical person required (level of technical support is determined by the Ex. Director)
- \$20/hr Security personnel if needed (determined by Ex. Director)
- \$75 Charge for event ticketing by Box Office
- 50% discount Charge to use the Main Lobby other than as Auditorium access

Rentals Include

- Use of backstage area, Green Room, two dressing rooms and bathrooms
- Use of Catering Kitchen (subject to availability)
- Access to Auditorium through Main Lobby
- Use of audio visual, light and sound equipment

Deposit and Payment Policy

- Event date can be tentatively held for 2 weeks without deposit
- Non-refundable deposit of 50% of the rental rate (excludes personnel charges) is required 2 weeks after receipt of invoice to confirm the space
- Balance is due 3 weeks prior to the event
- Full payment is due at the time the space is requested for rentals booked less than one month in advance

Cancellation Policy

- The non-refundable deposit contracts the space for your group's function. Once the remaining balance is paid, a maximum of 50% of that figure will be refundable for a cancellation. A maximum of 25% of that figure is refundable if the rental is cancelled in the final week of the rental.

Parking

- During regular business hours (Monday - Friday, 8am - 5pm) renters must park in the lot adjacent to the center at the corner of Second and Fayetteville Streets
- Evening and weekend renters may park in the adjoining rear lot accessed from either Horne or Fayetteville Streets

Street Address: 111 East Second Street, Clayton, NC 27520

Mailing Address: P. O. Box 879, Clayton, NC 27528

Office: 919.553.3152 • Facility Rentals & Box Office: 919.553.1737 • Fax: 919.553.8919