

**A RESOLUTION APPROVING/DENYING A REQUEST FROM TRANSITION
CARRBORO/CHAPEL HILL FOR REQUEST
FOR WAIVER OF FEES FOR USE OF THE
CENTURY CENTER AND EQUIPMENT
Resolution No. 23/2009-10**

WHEREAS, Tim Peck of Transition Carrboro/Chapel Hill requested the Board of Aldermen to consider a request for waiver of fees for use of the Century Center and equipment for up to \$524 for community sessions and presentations on May 13 & 15, 2010. The total cost of the request is \$931, which includes staffing; and

WHEREAS, the Board requested staff to review the proposal and provide a response, and the staff has responded to the request.

NOW, THEREFORE BE IT RESOLVED BY THE CARRBORO BOARD OF ALDERMEN:

Section 1. The Board of Aldermen approves/denies the waiver of fees for use of the Century Center and equipment for Transition Carrboro/Chapel Hill's community sessions and presentations.

Section 2. This resolution shall become effective upon adoption.

100 N. Greensboro Street, Carrboro, NC 27510
Office: 919-918-7385, Fax: 919-918-4476



Welcome to the Carrboro Century Center! This building is the Town's largest meeting and recreation facility. The Center offers four climate controlled rooms for events of different sizes, and a fully equipped kitchen. Rooms are reserved on a first come, first serve basis. **To book a room, visit the Century Center Information Office and provide your date(s), time(s), approximate number of participants expected for your event and pay at least 10% down to complete the reservation, or mail in a reservation form with payment. Mail in reservation forms are available on our website at <http://townofcarrboro.org/rp/cc.htm>.** The Carrboro Cybrary is also housed within the Century Center. The Cybrary includes five public computer stations (including assistive technology for people with hearing or visual impairments), numerous newspapers, magazines, books, audio books, a copier and a fax machine.

Facilities Available for Rental:

Please share with staff all of the rooms needed for your event.

Activity Rooms 1, 2/3, and 4 are suitable for a variety of events (i.e. social occasions, meetings, or workshops). Capacity 8 – 35 people. **Century Hall** is a multipurpose room with a wood floor and elegant space for dances, concerts, and wedding receptions. Capacity 35 to 545. Please see enclosed room capacities chart for more information.

Hours of Availability:

9:00 a.m. to 11:00 p.m. Any hours requested beyond the normal operational hours are pending the availability of staff. The Center is closed on all Town Holidays.

Reservation Guidelines:

Reservations are approved based on the availability of space and frequency of use requested by the applicant. Our goal is to serve the largest array of applicants. Therefore, weekend reservations for the Century Hall are limited to 6 times/6 months. **Events for participants under 18 years of age require 1 adult chaperone per 10 youth.** Setup and cleanup time should be included in your rental time. Smoking; all illegal drugs and other substances; weapons of all kinds, except law enforcement officers in the execution of their duties and public demonstrations; animals of any kind, except those serving individuals with special needs and those used in public demonstrations, are prohibited in the building. If you are planning to serve alcohol during your event, please read and sign the enclosed Century Center Alcoholic Beverage Policy. Open flame lights are prohibited. A protective globe must enclose all flames. Groups should use flame retardant decorations. No decorations shall be attached to the walls, sound panels, ceiling, or floors. Glitter, sparkles, confetti, silly string, or any similar items are not permitted. Check with staff on duty before making any electrical connections or moving furniture. All trash and food debris must be removed from the floor and tables at the conclusion of your event and placed in the appropriate trash receptacle to avoid a clean-up fee (not to exceed \$100.00). The person signing the Reservation Contract acts as the event sponsor and is responsible for any damage to the facility reserved. Entrances and exits must remain accessible at all times. The Center cannot assume responsibility for personal property and equipment brought on to the premises. **Some events may require insurance coverage. Please consult with Recreation Department staff to determine if your event requires insurance.**

Rental Fees:

Fees vary. Please call 918-7385 or check our website at <http://townofcarrboro.org/rp/cc.htm> for applicable rates. A nonrefundable full payment or 10% of the total reservation fee is required to confirm your reservation. Any remaining balance will be due 21 days prior to your event. Additional fees may be charged for use of audiovisual equipment and events with food. Your event will be cancelled if all fees are not paid by established deadline.

Cancellations or Reservation Changes:

Once a contract is confirmed, the first change affecting the contract amount is at no charge. Subsequent changes which affect the contract amount may result in a \$5.00 administrative fee. The Department may cancel a reservation in the case of severe weather conditions, a Town emergency, and if all of the contract stipulations are not followed. All reservation fees will be returned in full if a situation occurs which is beyond facility or event sponsor control. Cancellations must be received in writing (e-mail, fax or walk-in requests are accepted) 21 days prior to the event. The rental fees will be refunded minus 10% of the reservation fee. Event sponsors can reschedule the event without penalty as long as a date is available and current fees apply.

CARRBORO CENTURY CENTER

Rooms	STANDARD FEE Covers: receptions, parties, dances, meetings, or any other private gathering	PUBLIC EVENT FEE Covers: All events that are free and open to the public
Century Hall (3 hr. minimum usage) (Each additional half hour pro-rated at the set charge)		

Weekday Use: (for Three Hours)	\$165.00	\$87.00
Weekend Use: (for Three Hours)	\$276.00	\$138.00
Activity Rooms 1 – 4 (2 hr. min.)	\$47.00	\$29.00
Rooms 2 and 3 charged at single use rate		
Kitchen (1 hr. minimum usage)	\$32.00	\$19.00

Century Center Equipment Fees

AV equipment (example: TV, VCR, Laptop computer, portable screen)	\$20.00 per use
LCD Projector	\$40.00 per use
Kitchen Equipment (ie, beverage warmers, coffee pots, etc)	\$5.00 per use

Other Fees

1. Nonrefundable prepayment Fee (all rooms and Hall – 10% of contract total) required to confirm rental
2. Use of Hall prior to or after normal operating hours – Fee \$60.00 per hour.
3. For Century Hall use on weekends; before or after normal operating hours – Fee \$95.00 per hour.
4. Use of Activity Rooms prior to or after normal operating hours – Fee \$60.00 per hour.
5. Room Reset Fee (changes occurring the day of the event): Activity Rooms - \$15.00; Century Hall - \$25.00
6. Room Rental Cancellation Fees: Cancellations three weeks or more prior to event receive refund of rental payment minus 10% prepayment fee;
7. Events not cancelled three weeks (21 days) in advance forfeit all rental fees.
6. Site License: If an event involves any outside contractors who receive a fee for services at the event, a \$25.00 site license will be assessed to comply with Town of Carrboro Privilege License requirements. (Effective 7/1/09)
7. Food Fee (Century Hall only): 5% of room rental if food is served during the event.
8. Booth Rental at Century Center Events: \$45/no electricity or \$50/with electricity
9. Patrons who rent Century Hall 10 times or more per calendar year may pay a flat rate deposit of \$100 per calendar year for their events instead of 10% of the contract total. All bookings for the calendar year must be completed on one contract.
10. Shuttle service: \$50/hour.

11. Community Arts Groups may rent Century Hall on the First Sunday of the month from 2:00 p.m. to 5:00 p.m. for artistic events such as musicals, literary works, visual arts, including paintings, sculpture, etc: \$80. Each group is limited to one discounted rental per year. All other Century Center rental requirements apply. (If the hall is being used for a departmental event during a first Sunday request, staff will try to accommodate the request on another Sunday during the month).

For the purpose of clarification:

1. The 2-hour and 3-hour time blocks are the minimum that each room area may be rented. Less time than the minimum will result in the full charge as listed above. Example: Activity room rented for one and one-half hour will still result in a \$45.00 fee. Times over the minimum block will be charged at half hour intervals pro-rated from the hourly rate in each category of use. Early arrivals or late departures charged at half hour intervals.
2. Rental payments not received 21 days prior to event will be assessed a \$25.00 late fee. Rentals will be cancelled if full balance of rental is not received seven (7) days prior to the event.
3. Town Sponsored Events, Orange County local government boards and school boards' use and meetings of same are free. The Town manager or designee shall determine whether any event is a town sponsored event, considering all relevant factors related to the town's participation in or control over the event. However, the presence of one or more of the following factors shall generally lead to a determination that an event is town sponsored: a. The town expends town funds for the planning and/or staging of the event, or b. The town anticipates receiving revenue from the staging of the event, or c. The town makes a substantial in-kind contribution toward the planning and/or staging of the event, or d. The town exercises substantial managerial control over the planning and/or staging of the event.
4. Town of Carrboro retains all rights to sales and concessions taking place in the building. Event sponsors may sell only items that are associated with their activity with prior department approval. Event sponsors can sell items only within the room in which the activity is taking place.
5. Equipment fees are listed above.
6. Building supervisor costs are included in above fee.

Century Center Services	Rate
Labor Assistance	\$12.00 (per person/per hour)
Technical Assistance	\$20.00 (per person/per hour)
Overnight storage (only available when no events are scheduled after the event that requires storage)	\$50.00 per night – Century Hall \$25.00 per night – Activity Rooms, first floor
Pre-Program overnight storage (example for wedding receptions deliveries)	\$100.00 per day Activity Rooms, first floor \$175.00 per day – Century Hall
Piano Tuning beyond routine tuning (2x/yr)	At cost
Copies	\$.10 per copy
Fax (sending or receiving)	\$.50 per page
100 th Birthday party or 50 th Wedding Anniversary (Carrboro Residents only)	50% discount