



THE ARTS CONFERENCE EVENT CENTER
STEEPLE SQUARE

THE ARTS CONFERENCE EVENT CENTER ROOMS & RATES

As of April 1, 2020

The below pricing represents our standard rates; however, packages can be tailored based on customer needs and takes into consideration such factors as scheduling of multiple events; nature of program, etc. Please call 919 348-1991 for a free consultation and additional information

Rooms	Gallery #1	Gallery #2	Main Conference Hall	G1 + G2 + Main Conf. Hall
Sq. Footage	644	644	2,025	3,313
Seating Capacity	25-30	25-30	155-160	220-225
Standard Event Center Packages				
Main Conference Hall				
			<i>Includes:</i>	
5 HOUR BLOCK	\$825	Seating for 75 – 8 Rounds, 5 Rectangles <i>*Add on Prep Kitchen - \$75</i>		
8 HOUR BLOCK	\$1200	Seating for 100, 10 Rounds, 8 Rectangles <i>Prep Kitchen & Hallway</i>		
12 HOUR BLOCK	\$1650	Seating for 120, 12 Rounds, 11 Rectangles, <i>Prep Kitchen & Hallway, (*Access to Facility Prior to event, see note below)</i>		
Full Facility				
8 HOUR BLOCK	\$1950	Seating for 120, 12 Rounds, 11 Rectangles, <i>Prep Kitchen – Hallway, Galleries 1 & 2</i>		
12 HOUR BLOCK	\$2450	Seating for 150, 12 Rounds, 11 Rectangles, <i>Prep Kitchen, Hallway, Galleries 1 & 2 (*Access to Facility Prior to event see below)</i>		
Block of time for Galleries require a minimum of three (3) hours.				
Gallery #1 or Gallery #2				
Mon – Thu	\$90 phr	<i>25 Chairs, 2 Rounds, 3 Rectangles</i>		
Fri – Sun	\$125 phr			

Gallery #1 and Gallery #2		
Mon – Thu	\$125 phr	40 Chairs, 4 Rounds, 5 Rectangles
Fri – Sun	\$140 phr	
Vending and Expo Only – Pricing Sheet (Minimum 5-hour block of time)		
Main Conference Hall		
		Includes:
Weekday Rate (Mon – Thu)	\$525	50 Chairs, 2 Rounds, 11 Rectangles
Weekend Rate (Fri – Sun)	\$675	
Full Facility		
Weekday Rate (Mon – Thu)	\$675	100 Chairs, 12 Rounds, 15 Rectangles
Weekend Rate (Fri – Sun)	\$800	
<i>Proof of "Certificate of Insurance (COI)" must presented to the ACE Center one week prior to event.</i>		

Additional Rental Information			
Set-up and breakdown should be included in determining block of time needed. If additional time is needed, a per hour rate will apply accordingly. AV equipment included in ALL standard packages and pricing.			
Product Service Box			
<i>(Additional services to meet your rental needs are listed below.)</i>			
Prep Kitchen	\$75	Extra Chairs (basic)	\$3 each
Hallway	\$25	Extra Round Tables (72')	\$10 each
LED Bar and Furniture	\$125	Extra Rectangles (6 ft)	\$8 each
Additional Hours	\$75phr	Electricity (Vending)	\$25
Add On: One Gallery	\$150		

*Access to facility prior to event date is based on availability (Set-up the evening before an event is on a case by case basis. Consultation required)

**For non-profit status a rate of 14% discount applies. (Must have proof of 501c3 status.)

*****Holiday rates vary**

****Additional/specialty items may be available for rent (Inquire with ACE representative)

*****Full Event Packages Are available includes referral for **Decorators; Dee Jay; Caterers; Wedding Official; Live Musician** (Inquire with ACE representative)

We are a flat rate venue & do not charge tax or service fees.
Additional charges may apply for special set-up requests.

ALCOHOL POLICY

Though we do **not** carry an ABC License, we do allow alcohol on the premises. Any time alcohol is brought into our facility we, as well as the host, assume a large degree of liability. In order to mitigate insurance and other liability issues the following considerations are in place and must be enforced:

- 1.) Client Attainment of a Special One Time Permit from the ABC Commission (*Permit -\$50: Background Check -\$25 covered by client*):
 - a. ACE Center "Pour Service" Fee: **\$160**

OR

- 2.) Alcohol Permit Covered thru ACE Center Contracted Bartending Service: **Fee \$250**
(*Pour Service inclusive in the fee.*)

Please call 919 348-1991 for complete details.