



## Facility Rental Rates for Non-profit Organizations

Host your next party, reception, special event, meeting or seminar at the Gay Community Center of Richmond. Our Center is centrally located between Hermitage and Brook roads, with ample free parking and easy access from I-95 and I-64. We offer flexible set-up times, A/V equipment, kitchen access for caterers, and our facility can be used for both day and evening events.

The fees listed below are available only to properly organized non-profit organizations. Non-profit organizations that share the mission and vision of GCCR may apply to have these rental fees reduced or waived. Reduction of rental fees can be approved only by the President of GCCR.

### Event Hall

Our 13,000 square foot Event Hall provides flexible space to accommodate meetings, conferences, trade shows, banquets, musical and theatrical performances and much more. The Event Hall features a full-service kitchen, a sophisticated audio system and adjoins our main parking lot. It is fully accessible for special needs visitors.

| Facility          | Accommodates*                           | Sq. ft. * | Up to 4 hrs. | All day |
|-------------------|---|-----------|--------------|---------|
| Main Hall         | 500 theater seating/350 banquet seating | 10,500    | \$400        | \$875   |
| Small Hall        | 150 theater seating/75 banquet seating  | 2,500     | \$175        | \$300   |
| Entire Event Hall | Capacity varies by set design           | 13,000    | N/A          | \$1000  |

\* Figures are approximate. For rentals involving less than the entire Event Hall, unrented portions of the Event Hall will be used to stage equipment as necessary. Rentals of the entire Event Hall are only available at the full daily rate.

### Gallery Conference Center

Our Gallery Conference Center consists of four rooms that can be rented individually for meetings and seminars, or combined for parties and receptions.

| Facility       | Accommodates*                          | Per hour | Up to 4 hrs. | All day |
|----------------|--|----------|--------------|---------|
| Meeting Room 1 | 20 in row seating/15 at tabled seating | \$15     | \$20         | \$40    |
| Meeting Room 2 | 12 in row seating                      | \$10     | \$15         | \$30    |
| Main Gallery   | 40 in row seating/25 at tabled seating | \$30     | \$30         | \$50    |
| Lounge         | 6 at a conference table/ 12-15 total   | \$10     | \$15         | \$30    |
| Entire Gallery | 100 for reception                      | \$50     | \$50         | \$100   |

\* Figures are approximate

### Classroom

Our classroom is equipped for A/V presentations, seminars and workshops, and has wireless internet access.

| Facility  | Accommodates | Per hour | Up to 4 hrs. | All day |
|-----------|--------------|----------|--------------|---------|
| Classroom | 25           | \$10     | \$30         | \$50    |

To arrange a tour of our facilities please call 804-622-4646 or e-mail [info@gayrichmond.com](mailto:info@gayrichmond.com). You can see pictures of our facilities on [GayRichmond.com](http://GayRichmond.com). We look forward to hosting your next event.

## **Event Hall Rental Terms and Conditions**

### ◆ Deposits

A \$500.00 security deposit and 25% of all rental fees must be paid before the hall can be reserved. The balance of rental fees is due 30 days prior to the event date. The security deposit will be refunded within five business days after the event, minus any cost for repairs as the result of damage to the facility by the tenant or their guests. Deposits may be reduced or waived by approval of the GCCR President.

Individuals or organizations who cancel a scheduled event within 14 days of the event date will forfeit 50% of the security deposit.

### ◆ Event set up and breakdown

There is no charge for the set up or breakdown of tables and chairs in the Event Hall. Fees for other uses and configurations of the space will be negotiated with the tenant.

## **Gallery and Classroom Rental Terms and Conditions**

### ◆ Deposits

A \$200.00 security deposit and 25% of all rental fees must be paid before the gallery or classroom can be reserved. The balance of rental fees is due the day of the event date. The security deposit will be refunded within five business days after the event, minus any cost for repairs as the result of damage to the facility by the tenant or their guests. Deposits may be reduced or waived by approval of the GCCR President.

Individuals or organizations who cancel a scheduled event within 5 business days of the event date will forfeit 50% of the security deposit.

Any organization given a key to open or close the Gallery or Classroom will be a \$20 deposit for the key which will be refunded when the key is returned.

### ◆ Event set up and breakdown

There is no charge for the set up or breakdown of tables and chairs in the Gallery and Classroom. Fees for other uses and configurations of the space will be negotiated with the tenant.

## **Other Event Related Expenses**

### ◆ ABC Permits

Tenants are required to obtain and provide the GCCR with all permits required by the state to serve, sell, or consume alcoholic beverages. The cost for these permits is the sole responsibility of the tenants.

### ◆ Tablecloths and Linens

Events requiring tablecloths will be charged an additional fee. This fee will be negotiated at time of booking and will not be less than \$25.00 per table cloth. Tenants may make other arrangements for these items.

### ◆ Catering and Vendors

GCCR does not currently offer catering. Tenants are required to make catering arrangements with an outside vendor. The caterer chosen must be licensed and possess a valid permit from the Health Department. All fees required by vendors are the sole responsibility of the tenant.

◆ Servers, Bartenders, and other Staff

Tenants will be required to pay \$15/hour per individual needed to assist the operation of any event. Tenants are urged to provide their own staffing for events.

◆ Security

Events requiring security due to crowd size or alcoholic beverage consumption will be charged \$28/hour per officer. The GCCR will make these arrangements and this fee is due 30 days prior to the event date. The number of officers required will be determined by the GCCR.

◆ Damage to the Property

The cost to repair any damage to the property will be deducted from the security deposit. Damages that exceed the deposit will be charged to the organization/individual who rented the facility. All costs for damage are to be received within 30 days after the event date.

◆ Miscellaneous

All miscellaneous charges and fees for services not common with other events will be the tenant's sole responsibility. The tenant must make these arrangements with an outside vendor or supplier and is responsible for all applicable costs. The GCCR must receive copies of all agreements made between the supplier and tenant. The GCCR will be involved with all logistics and scheduling requirements to coordinate the event.