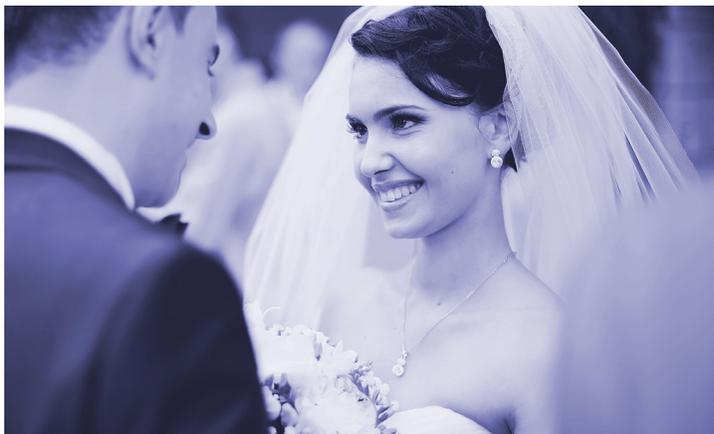


## AN ELEGANT SETTING FOR YOUR WEDDING DAY



### Reception Only

#### GRAND HALL—\$2400

Accommodates 216 guests banquet style, or 300 guests reception-style

#### PACKAGE INCLUDES:

- » Up to 8 hours of access to the Grand Hall on event day
- » Access to dressing rooms
- » Access to food staging area for caterers which includes commercial refrigerator, sinks, counter space and ice machine (no prepping or cooking is allowed in the food staging area)
- » A/V technician and use of projector and screen
- » Lead staff person on site for duration of event
- » Custodian on site for duration of event
- » Set up and break down of tables and chairs for event
- » Real wood dance floor, any size up to 16'x18'

### Ceremony and Reception

#### GRAND HALL AND STAGE—\$3000

Accommodates 120 guests lecture style, banquet style or reception-style

#### PACKAGE INCLUDES:

- » Up to 8 hours of access to the Grand Hall on event day. Part of this time may be used for a rehearsal prior to the wedding. Time must be scheduled with staff no less than two weeks in advance.
- » Access to backstage and dressing rooms
- » Access to food staging area for caterers which includes commercial refrigerator, sinks, counter space and ice machine (no prepping or cooking is allowed in the food staging area)
- » A/V technician for the ceremony and reception
- » Use of projector and screen
- » Lead staff person on site for duration of event
- » Custodian on site for duration of event
- » Set up and break down of tables and chairs for event
- » Real wood dance floor, any size up to 16'x18'

Prices subject to change.

## Additional Information

- » The Renaissance Centre does not provide event planning services.
- » No prepping or cooking is allowed in the food staging area.
- » Rental wedding party is allowed to bring in their own beer, wine, champagne and spirits. Renter must provide "Special Event Permit" from the ABC Commission two weeks in advance.
- » Rental party is responsible for coordinating orders, deliveries and pick ups with Renaissance Centre staff. All rented items used for event must be removed within one day of the event. Additional fees may be required.
- » Decoration limitations apply. Please refer to Rental Contract. No open flames, tape on walls or poles, confetti or glitter.

### ADDITIONAL FEES:

**OVERTIME** Additional time over the package specifications will be charged at an hourly rate of \$250. This compensates for use of space, lead staff, custodial and A/V staff.

**DAMAGE DEPOSIT** A refundable damage deposit is required: \$250 (for events without alcohol) or \$500 (for events with alcohol). The deposit will be refunded 15 business days after the event provided facility did not suffer damage.

**SECURITY OFFICERS** Two Wake Forest police officers must be on site during the time that any alcohol is being served. Security officers are paid directly at the conclusion of the event for a minimum of three (3) hours.

**LINENS** Linen rental is the responsibility of the renting party.

**HOLIDAY SURCHARGE** Rental on holiday and holiday weekends are charged at 2X the standard fees: New Years Day, Easter, Memorial Day, Fourth of July, Labor Day, Thanksgiving and Christmas.

Prices subject to change.



WAKE FOREST  
RENAISSANCE  
CENTRE