

FREQUENTLY ASKED QUESTIONS



How do I rent the Civic Center? Call 252-975-9316 ext. 205 to schedule an appointment or make a reservation over the phone. The office is open Monday – Friday from 9 AM to 2 PM or by appointment.

Is a deposit required to reserve a date? A refundable deposit of ½ of your rental payment is due to reserve a date. A rental is not considered confirmed until a deposit has been paid. Full payment of the rental is due 2 weeks prior to your rental date. For example, if your fee is \$1,000, you will pay \$500 to reserve the space AND \$1,000 2 weeks prior to your event for a total of \$1,500. Following your event, the \$500 deposit will be refunded assuming there is no damage to the building. *See Deposit Worksheet Attached.*

What is included with my rental? Your rental includes the use of 33 8-foot long banquet style tables and 290 chairs, free Wi-Fi, and facility clean-up. We have 20 round tables and 160 white wedding chairs available to rent. It is the renter's responsibility to set-up tables and chairs. For an additional fee, this can be done by Civic Center staff.

May I use any caterer? You may use a caterer of your choice or your family and friends may prepare the food for you. We will be happy to provide you with a list of caterers should you need one.

How long can I rent the building? Rentals are either half-day or full-day. A half-day is 8 hours straight; whichever eight hours you choose. A whole day is 16 hours. The rental time ends by midnight.

May I serve alcohol at my event? Yes, alcohol may be served. Liquor liability insurance is required when any alcoholic beverages are served. When serving only light alcohol such as beer, wine or champagne, no ABC permit is required. NC ABC Commission rules do apply if the event is serving hard liquor, has a cash bar or the event is ticketed. Individuals may not have a cash bar at their event. *See detailed Alcohol Usage Policy

Does the Civic Center have a kitchen? Yes, there is a catering kitchen in the Civic Center. The kitchen facilities are available with entire building rentals or in combination with the Pamlico Ballroom or Belk Bracy Gallery.

What planning assistance is offered by the Washington Civic Center? Our staff can help coordinate meetings. For weddings and other social events, a list of local vendors is provided for your assistance.

What additional expenses can I expect when renting the Civic Center? Round tables, white chairs, and table linens may be rented at an additional fee. Set-up is also available for an additional fee. Additional insurance is required if alcohol is being served. Facility clean-up is included in your rental fee.

What is the responsibility of the Civic Center staff during my event? Civic Center staff is required to be on hand during any rental. The staff is here to ensure the event flows smoothly, to attend to any building related issues, and safety rules are followed. Any set-up is the responsibility of the renter. For an additional fee, Civic Center staff can set-up tables and chairs prior to your event.

Can I use candles to decorate? How about sparklers or tiki lights?

Pillar candles and votive candles may be used as part of your table decorations. For safety reasons candles may not be used on the floor or on the stage. The new battery operated candles work well for this effect. The City of Washington Fire Marshal does not allow sparklers near the building or in the parking lot.

How early can I get into the building to begin decorating or setting up for my event?

When making your reservation, you will set the hours of your rental. You will have access to the building when your rental time begins. Special, two-day rental packages are available. Many brides select this option to allow more time for decorating.

What am I responsible for before leaving the facility?

Renters should remove all personal belongings from the Civic Center. All trash should be taken to the dumpsters. Tables and chairs should be folded up and placed on carts.

When can I expect to receive my security deposit refund?

Refund checks are mailed within 2 weeks of the date of the event, assuming the facility is left as it should be and no damage is done. Per the rental agreement, management reserves the right to retain a portion or all of the security deposit to cover the costs of additional cleaning or repairs needed following an event.

Is there a severe weather plan?

In the event a tropical storm or hurricane is forecast to impact Washington within 72 hours of a scheduled event, management reserves the right to cancel the event in the interest of public safety. If an event is cancelled by management, a full refund will be made to the renter.

Washington Civic Center Rental Rates & Fees

	DAY (16 hrs.)	½ DAY (8 hrs.)
Entire Building*	\$1,750	\$1,000
Pamlico Ballroom & Kitchen	\$1,000	\$600
Belk Bracy Gallery & Kitchen	\$725	\$450
Belk Bracy Gallery	\$475	\$250
Leff Meeting Room (35)	\$125	\$25/hr. (weekday rental)
Gibbs Meeting Room (15)	\$75	\$20/hr. (weekday rental)

*Saturday rental must be entire building, all day.

Included in Rental Price

- 33 - 8' rectangular banquet tables
- 300 chairs

Package Pricing

2-Day Event/Wedding Package \$3,000

- Includes entire building rental for 2 days
- Staff coverage for 2 days
- use of round tables and white chairs (seating for 160)

Additional Amenities

60' Round Table (20 available)	\$6.50
White folding chair (160 available)	\$2.50
Tablecloths **	\$6
Stage Lighting	\$50
LCD Projector & Screen	\$75
PA System	\$45
Set-up and Break-down (meetings)	\$100

** Tablecloths must be ordered 10 days prior to event.

Catering Kitchen (if rented)

Double Oven Commercial Refrigerator Commercial Dishwasher
2 Microwaves Ice Maker

Deposit Worksheet

Rental Amount (Due 2 weeks prior to event)	
Refundable Deposit Equal to ½ of Rental Fee (due at time of reservation)	
Total Amount Due	