



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' banquet tables
- 300 chairs
- staff coverage

Package Pricing

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)

2-Day Event Rental \$2,250

- includes entire building rental for 2 days
- staff coverage for 2 days
- use of 8' rectangular banquet tables and green chairs (seating for 250)

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	