

DINAH WASHINGTON CULTURAL ARTS CENTER RENTAL PACKET



205-345-9801 | cac@tuscarts.org | www.tuscarts.org/cac



TABLE OF CONTENTS

Welcome.....	3
Rental Rates.....	4
Add-Ons.....	9-10
On-Site Equipment.....	11
Policies.....	12-15



Welcome to the Dinah Washington Cultural Arts Center where creativity meets celebration. We are delighted that you are considering our venue for your event.

Located in the heart of Tuscaloosa, Alabama, the Dinah Washington Cultural Arts Center offers a unique space that blends historic charm with contemporary elegance. From weddings to performances, corporate functions to private parties, our versatile venue is ready to host your special occasion.

In this information packet, you will find detailed guidelines and policies to assist you in planning your event. Whether you're envisioning an intimate gathering or a grand celebration, we are here to support you every step of the way.

Thank you for considering the Dinah Washington Cultural Arts Center as the backdrop for your memorable event. We look forward to helping you create lasting memories.

WELCOME



RENTAL RATES

Rate	Cost	Hours
DWCAC Weekday Rental (Sunday – Friday 9a-4p)	\$850	4.5 1.5 hour set up 2 hour event time 1 hour breakdown
DWCAC Weekday Evening Rental (Sunday – Friday After 4p)	\$1000	4.5 1.5 hour set up 2 hour event time 1 hour breakdown
DWCAC Premium Saturday Rental	\$2000	6 2 hour set up 3 hour event time 1 hour breakdown



PHOTOGRAPHY STUDIO RENTAL RATES:

Rate	Cost	Additional Info
Hourly Rates	Standard Rate: \$50/hour (2-hour minimum)	Extended Booking: \$45/hour for bookings of 4+ hours
Half-Day Rental (4 Hours)	\$200	Includes access to the grand hall, Wi-Fi and utilities, 15-minute complimentary setup/teardown
Full-Day Rental (7 Hours)	\$315	Includes full access to the grand hall from 9 AM–4 PM, Wi-Fi and utilities, 30-minute complimentary setup/teardown



PHOTOGRAPHY STUDIO RENTAL

INFO CONTINUED

Add-Ons

- Conference Room Access: \$50 flat fee (pending availability)

Special Packages

- Monthly Pass: \$1,000 (20 weekday hours per month; flexible scheduling)
- Headshot Day Package: \$150 for 3 hours, includes basic stools and solid background

Cleaning Fee

- Standard Cleaning Fee: \$50 per booking

Policies

- Booking Availability: Monday–Friday only, 9 AM–4 PM.
- 50% non refundable deposit required at booking; balance due 48 hours before the session.



LINEN RENTALS

Product	Pricing
20” by 20” napkin	\$1.00
108” round	\$20.00
120” round	\$20.00
90X132”	\$25.00
90X156”	\$25.00



LINEN RENTALS CONTINUED

Product	CAC Pricing
Chair covers	\$5.00
Polyester sash	\$4.00
Satin sash	\$4.00
Satin runner	\$10.00
Burlap runner	\$10.00



PHOTOBOOTH PACKAGE: \$500 DAILY RATE (ALL-INCLUSIVE)

The Arts Council Photobooth is the perfect way to add fun and memorable moments to your event, with an all-inclusive package that covers everything you need for a seamless experience. Whether you're hosting a wedding, corporate event, or private party, our \$500 package offers exceptional value, customization, and effortless enjoyment for your guests.

- **Unlimited GIFs and Photos:** Capture endless memories! Guests can take as many GIFs or photos as they'd like throughout your event, and they'll receive instant access to their images via email or SMS.
- **Instant Sharing:** Share your GIFs and photos immediately via email or SMS for easy social media posting.
- **Customizable Photo Overlays:** Add a personal touch with your event's name, date, or logo. Whether it's a wedding monogram or corporate branding, your photos and GIFs will look uniquely yours.
- **Choice of GIFs, Still Photos, or Both:** You decide! Choose the format that best suits your event or let your guests choose between GIFs, still images, or a combination of both. It's the perfect blend of fun and versatility.
- **Custom Event Landing Page:** After the event, guests can visit a personalized event page to view, download, and share all the images from the photobooth.



BOARD GAMES PACKAGE: \$100

Make your event even more fun with our Board Games Add-On! For just \$100, you'll get access to a variety of classic games to entertain guests of all ages. Choose from favorites like UNO, Monopoly, Sorry, Life, Checkers, Connect 4, Jenga, Scrabble, Bingo, Cornhole, and Tic Tac Toe. Whether it's a family gathering, party, or corporate event, this package guarantees hours of fun for everyone.



INVENTORY AND CAPACITY

Tables (Linens are not included – sizes are listed for reference)

- (6) Round tables, 48” (seats 5-6 guests) – linen size to the floor is 108”
- (10) Round tables, 60” (seats 8-9 guests) – linen size to the floor is 120”
- (6) Rectangular tables, 72” (6 foot tables) – linen size to the floor is 90” x 132”
- (8) Rectangular tables, 96” (8 foot tables) – linen size to the floor is 90” x 156”
- (6) Pub/Bistro tables, 30” round top, 42” height – linen size to the floor is 120”
- (200) Chairs

Audio/Visual Equipment and Capacity

- A screen, projector, and two wireless microphones are available upon request. We also have an auxiliary cable and speakers.
- Lighting is adequate for the venue but limited with no dimmer system. Supplemental lighting can be brought in and free-standing lighting is approved. Any lighting brought in to be hung on the rigging lines must be approved in advance and installed by an insured lighting and sound provider.
- Marque lights will not be turned on during rain or windy weather.
- Smoke machines are not allowed in the space.
- The capacity for the space is 200.
- An upright piano is available for rent at the rate of \$200.



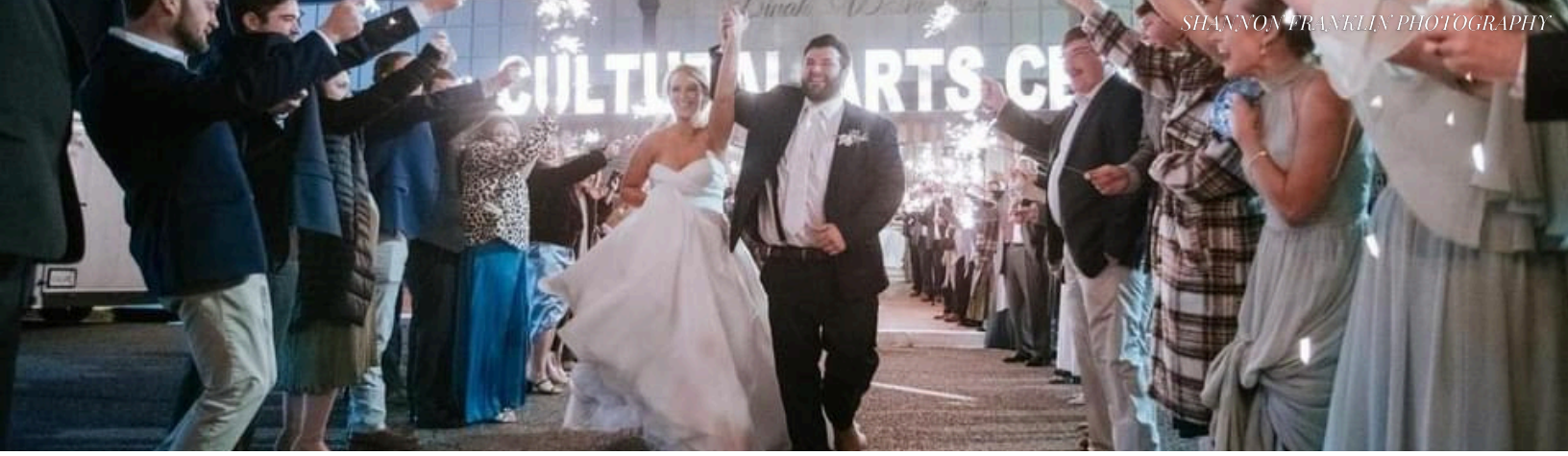
RENTAL POLICIES

- All venue rentals are subject to availability and are prioritized for cultural, artistic, and educational events.
- A 10% service charge is added to cover essential event services such as security and cleaning.
- Additional hours are \$200 each.
- A non-refundable retainer of 50% is required to secure the event date, with the balance due 30 days before the event.
- Rental period includes setup and breakdown.
- The venue observes blackout dates during late December - January.



PRIVATE EVENT POLICIES

- Garbage receptacles are provided, but clients must arrange disposal or recycling of packaging materials.
- Permission from the manager is required to use any CAC equipment.
- Smoking is prohibited inside the venue and within 30 feet of entrances and exits.
- Restrictions on helium balloons, scotch tape, nailing, painting, or spray painting in the venue.
- Approval needed from CAC manager for hanging decorations or art on walls.
- Linen and décor not provided by the venue but linens can be rented for an additional cost.
- Vendor load-in times must be coordinated with the CAC manager; advance approval required.
- Approval needed from CAC manager for getaway items.
- Sparklers require a container with sand for disposal; prohibited items include rice, birdseed, popcorn, glitter, and confetti.
- Recording and flash photography prohibited during performances.
- Children must be supervised; no running or pulling on curtains allowed.
- Lost and found items held for 5 business days.
- Animals prohibited except service dogs.
- Parking is available in nearby parking deck or street; compliance with laws and fire codes required.
- Egress and ingress routes must be kept clear at all times.
- Renter responsible for providing first aid kit; no coverage for medical expenses.
- Candles usage requires approval; fire safety regulations must be followed.
- Management reserves the right to remove unruly individuals from the premises.
- The Arts Council may require security, especially for events with 100+ guests or serving alcohol.
- Additional security needs will be discussed and billed before the event.



POLICIES CONTINUED

- Non-member organizations must provide liability insurance listing The Arts Council as additional insured with a \$2m general aggregate and \$1m per occurrence.
- Recommended insurance providers include K&K Event Insurance, Markel Event Insurance, or the Event Helper.
- Only food prepared by approved catering companies is allowed.
- Caterer documentation must be approved at least 30 days before the event.
- No home-prepared food or drop-off services permitted with the exception of desserts.
- Clients are responsible for arranging and paying for catering separately from venue rental. Caterers are assessed a flat catering fee that may be passed on to the client.
- Catering prep kitchen provided for licensed caterers; no cooking on-site.
- All alcohol must be provided by Casual Class Bar Services.
- Cancellations must be made in writing at least 30 days before the event to avoid fees.
- A 25% administrative fee applies for cancellations made within 30 days.
- Rescheduling allowed up to 2 times within a calendar year without a fee, subject to vendor policies.

THANK YOU!



We look forward to working with you.