

Checklist for Renting the NCFA Ballroom

When signing your contract:

- Notify the director of the nature of the event and give as *many* logistical details as possible, including a timetable (from the time the doors are unlocked, to the time that they are closed and locked), a list of equipment needed, and a list of items to be brought in. (The Center has 200 chairs, 2 6ft library tables, 4 6ft folding banquet tables, and 1 8ft banquet table. Please supply your own heavy-duty trash bags and paper goods including paper towels). If you are interested in renting equipment and/or hiring a caterer, we can provide recommendations upon request.
- Specify your technical needs, such as lighting and sound.
- Specify the setup that the room will have for the event (the location of staging, tables, and chairs), whether or not the Center will be doing the setup for you.

Before you set up anything:

- Walk through the space and take note of where things are, including tables, staging, chairs, wastebaskets, pedestals, and other furniture. You will be responsible for putting things back the way they were when you arrived.
- Have the operations/tech person show you where the light switches, outlets, extension cables, etc. are located.
- Explain to him/her any logistical requirements you will have throughout the evening (including load-in and load-out, location of sound and lighting equipment, location of food and/or drink, and approximate schedule throughout the rental period). Discuss where rental items will be placed at the end of the evening.
- Be sure that all people in your set-up/clean-up crew are aware of the above.

After your event has ended:

- Load out all of your own belongings, including things you do not want to keep. Unless an agreement has been made in advance, please do not ask us to keep your unneeded items.
- Remove all of your trash from the trash cans, and leave the bags in the utility room or the hallway. Bottles and cans should be recycled. Bins are located in the rear parking lot.

- If you have agreed to have the Center do your strike, all large items that belong to us may be left where they are (chairs, tables, staging, sound equipment). Other small items borrowed throughout the rental time should be returned to their places backstage or in the utility room (cables, hangers, cleaning supplies, etc).
- If you have agreed to do your own strike, the room must be left as follows (unless otherwise stated in your contract):
 1. All chairs must be stacked on the chair racks (maximum of 20 per rack) and moved to the landing where they are stored.
 2. If the staging has been moved, you must return it to where it was in the ballroom. Please use the dollies located backstage; do NOT under any circumstances drag them across the floor.
 3. Sound-absorption flats and black-out curtains must be returned to designated storage areas.
 4. All windows must be shut.
 5. Return all rental items to their designated place.
- Do not leave the building without checking back with the tech/operations person to be sure that no further tasks need to be completed.