

Central Piedmont Community College Performance Facilities Rental Packet 2024



Central Piedmont Community College Performance Facility Rental Information Packet



Central Piedmont Performance Facilities & Events

tix.cpcc.edu

1206 Elizabeth Avenue, Overcash 130

Charlotte, NC 28204

Phone (704) 330-6868



Statement from Facilities

On behalf of the staff at Central Piedmont Performance Facilities and Events thank you for choose one or more of our facilities for your event. We host a wide variety of events including theatre, dance, concerts, film screenings, speakers, corporate meetings and much more. Each event is unique and requires hard work, planning and dedication to be successful and we are truly excited to be a part of yours.

In this packet you will find the essential information about our processes, policies and procedures for event planning and management. Please review all of the information thoroughly and do not hesitate to contact us with any questions you may have. We look forward to assisting you with the rental process in any way we can.

Sincerely,
Performance Facilities and Events Team
Central Piedmont Community College
(704)330-6868
tix.cpcc.edu



Fees and Charges

Current Rates/Fee schedule may be found at our [website](#). The fee schedule is under facilities and available for download under each venue.

- Rentals of our venues have additional fees for required personnel including house managers, security, technical directors, box office services and housekeeping. Estimate your total cost accordingly.
- Fees are subject to change



Ticketing

Box Office Fees are charged to both the licensee and the patron

Central Piedmont Box Office Fees:

To the licensee

\$1.50 per ticket at settlement,

\$.50 per comp

eTix fees based on ticket price:

To the patron at point of sale

Plus tax and credit card transaction fees

Point of Sale fees

\$0.01-\$19.99	\$1.50
\$20.00-\$39.99	\$2.50
\$40+	\$3.50



Hours of Operation

The business office is located at:

Central Piedmont Community College Central Campus

1206 Elizabeth Avenue, Overcash 130

Open from 9am-4pm Monday -Friday.

Event hours:

Entrance for set-up and break-down must occur between the hours of 7AM and 10PM. All participants must vacate the premise by 11PM.

- College Events always take precedence over any rental.
- When the college is officially closed for holidays or inclement weather, the venues are closed.

Please be sure to contact a member of the team to schedule an appointment for all visits including those with a third party vendor. Access to the venues are not provided without staff in attendance.



The Reservation Process

- **Reservations** for all Central Piedmont Performance Facilities Events will be executed by the Executive Director or Director of Operations and our administrative staff.
- **Initial Inquiry:** An initial inquiry can be made by [online](#), by phone, or in person to check for facility availability.
- **Site visit** It is recommended that all potential users tour the facility to ensure they understand the footprint and logistics of the property. Tours of the spaces with the appropriate staff members can be made during the initial inquiry or on our website. Due to the large number of special events occurring on weekends, as well as the required weekly maintenance tasks and projects, we cannot accommodate “drop-in” tours.
- **Rental Request Application:** Once availability is confirmed and facility has been viewed, event promoters must submit the [Rental Request Application](#) to initiate the reservation. This document should be completed, signed and submitted to the Performance Facilities office for review. This application will go through the college’s internal approval process. Once approved, the client will be notified, an estimate will be created and a contract will be sent. Contracts need to be signed within ten days along with insurance provided to secure the date.
- **Tentative Hold:** The date requested will be secured temporarily and considered “tentative” until an agreement has been issued and signed by both parties.



The Reservation Process

- Follow Up/Contracting: Additional information may be required to confirm the purpose, details and viability of the event, as well as to communicate facility policies, the event timeline, event specifics, the contract process and requirements, expectations and duties of the potential user and additional fees associated with the event.
- A thorough **Event Needs Analysis** will be conducted and all elements of the event will be discussed. General estimates for additional fees will be provided by the College service provider for the following: staffing, security, emergency medical services, equipment, box office/ticket operations and clean up. Once the elements of the event are discussed and a preliminary plan is in place, an estimate and agreement will be issued.
- **Initial Payment / Rental Fees:** A **non-refundable, non-transferable** initial payment (deposit) must be paid by the date listed in the contract. Initial payments will be credited to the final event balance settlement. If the initial payment is not made within the assigned day/time frame, the date is removed and the date will become available for other reservation requests.



The Reservation Process

Contract Development & Processing: Original contracts will be prepared and executed by the Performance Facilities and Events. Contracts must be signed by the client and Performance Facilities Executive Director of Performance Facilities/Director of Operations or their designee.

Certificates of Insurance must be obtained and submitted to the Administrative Team when you sign your contract. Your date is not secured until we have a signed contract and a Certificate of Insurance.

Balance Payment for Rental Fees: After the event a detailed settlement will be provided with the balance due Central Piedmont within 5 business days of receipt.

Methods of Payment

ACH, wire transfers and over the phone credit card payments that waive the convenience fee.

Contact Celia.Jelley@cpcc.edu for more information if you are interested in one of these options.

Credit cards with a convenience fee for deposits and settlements through our secure [payment link](#).

Checks in our office in person Monday-Friday, 9:00am-4:00pm at the main office: 1206 Elizabeth Avenue, Overcash 130

Insurance/Contracts/Payments

All events at the college require event insurance. You may use your own insurance provider. The insurance is due simultaneously with your contract in order to secure the venue.

The name on the application must match the name on the contract and the name of the individual or organization on the Certificate of Insurance.

There is a minimum threshold of:

\$2 million in aggregate

\$1 million per occurrence

(Additional requirements below)

Certificates of Insurance Must Indicate the Following:

1. Central Piedmont Community College needs to be listed as the Additional Insured:
 - a. Central Piedmont Community College (Attach Additional Insured Endorsement evidencing coverage of Ongoing Operations and Completed Operations for the additional insured)
 - Coverage must be primary and non-contributory above any other insurance Central Piedmont Community College may carry
 - Waiver of Subrogation on all policies in favor of Central Piedmont Community College
 - Make client's insurance primary
2. Central Piedmont Community College needs to be listed as the Certificate Holder:
Central Piedmont Community College
Attention: Enterprise Risk Management
PO Box 35009
Charlotte, NC 28235

Insurance/Contracts/Payments

If you would like to use our preferred partner, Event Helper is an online application that meets all of our specifications automatically.



[Click Here for Event Helper](#)

The link and QR code will direct to our application with your information prefilled and automatically email certificates of insurance to you upon purchase.

Choose the type of event, date(s), number of attendees, get the quote, purchase the insurance. Automatic copies will be sent to you and our office.





General Facility Rules:

- Please [review](#) all of our facility rental policies and procedures
- Central Piedmont Performance Facilities and Events are tobacco free and drug free.
- Outside food and/or beverages are permitted without prior authorization.
- No grilling is allowed on campus or in parking lots
- No confetti, helium balloons, ticker tape, glitter unless prior authorization is given — you may be assessed extra cleaning fees.
- No candles
- Use of tape or pins on any wall or floor surface or equipment is prohibited. All fees associated with damages to the property or removal of tape/residue will be repaired at the expense of the user.
- Patrons, guests or visitors who do not comply with the requests of our designated staff will be asked to leave the facility without refund of admission.



Outdoor Space Limitations and Signage

Outdoor Space

The administrative team reserves the right to deny usage requests, postpone, delay or cancel events in an effort to prevent damage to the turf. Users may be required to utilize precautionary measures to prevent damage to the lawn. Expenses of these measures will be the sole responsibility of the user.

At no time are motor vehicles, trailers and other large pieces of equipment such as stages, vendor carts, golf cart and generators allowed access on the lawn. This includes deliveries, set up, tear down and take away.

Tents

Tents must be secured with water barrels, stakes are not allowed.

Tents must have a fire department inspection to be arranged by the client.

Financial costs associated with repairing damages sustained to the lawn as a result of usage outside

of the agreement will be the sole responsibility of the user.

Signage

Signs on windows, mirrors or desks may only be adhered by using either painters tape or poster putty.

Anything that would put holes in a wall is not permitted.

Outside the facility: yard signs can be used to provide directions from the parking deck/lot to the front of the facility. They can be put out the day of the event and **must be removed directly after the event.**

Anything larger than a yard sign must be pre-approved.



Fireworks, Pyrotechnics, & Preshow Announcements

Fireworks and Pyrotechnics

Any request to use fireworks or other pyrotechnics must be permitted and approved by the Charlotte Fire Department and may be subject to refusal by the College. This includes hazer and fog in any of the venues.

Pre-Show Announcements:

An audio recording of the Central Piedmont Security Moment will be played before each event, which includes information regarding the venue's fire exits and AED locations.

We encourage you to craft pre-show announcements for your patrons with important event information.

No food or drink is allowed in the performance venues. Water in a closed container is permitted.

Cellphones should be turned off or put on silent (if applicable to your event).

Announcements may be made restricting flash photography.

Announcements about the fire exits and AED locations (examples of shelter in place [maps](#) which are located in the lobbies and various places in the venues/buildings).



Event Set-up and Breakdown

Pre-Event Set-Up:

Any event set-up must be included in the occupancy time stated within the agreement unless approved prior to the event date. Ensure that all details have been provided to Performance Facility staff, including:

- Staging pieces
- Lighting/audio equipment
- All items in the theaters and lobbies.

If there is an event rider, please submit with the application.

Post-Event Break-down:

Immediately following the event, all staging and lobby elements should be removed. The facility will need to be returned to its original condition for cleaning to occur.
(Charges can be incurred by the renter if the site is not restored.)



Concessions and Catering

Concessions/Merchandise

Renters may sell prepackaged food and merchandise in the lobbies.

Clients are responsible for remission of the correct tax NC State. Visit or call <https://www.ncdor.gov/>.

Ten percent of all sales on campus may be added to the settlement and the sole responsibility of the client.

Catering

Sit down meals are not permitted.

Receptions and refreshments along with other similar events may provide their own caterer.

Please submit the name of the caterer to Administrative staff 2 weeks prior to the event.

Caterer and Client are solely responsible for arranging and handling of all food and trash from receptions.

(This includes delivery, distribution and clean-up.)

Custodial will remove trash from bins, but caterer should plan to remove all of their own trash.

Food and Beverages

With the exception of water in a sealable container, food and drink are not allowed in any of the theaters.

Water is permitted on the stages for speaking events, as well as at judging tables during competitions.



Safety and Security

We are committed to the safety of our clients and patrons.

If there is an emergency, please contact your Performance Facilities staff on site or call Central Piedmont Community College Security at (704)330-9111.

By calling Central Piedmont Security in an emergency, they can contact the appropriate emergency response unit and direct them to you. As the campuses are large, calling 911 yourself may result in emergency personnel having difficulty finding you.

If you have a question or concern, the non-emergency number for Central Piedmont Community College Security is (704)330-6632.

This number can be used if you are reserving a classroom and need to have it opened or locked. All performance spaces will have a representative of the college present.

Please visit and review the Security and Safety we have in place at the Central Piedmont Community College [website](#).



Parking

Parking on any Central Piedmont parking decks or lots is free of charge. At this time, a permit is not needed at night and on the weekends. Please inquire about weekday permits.

No Parking in any loading dock area is permitted. If you need to drop items off, please do so quickly and then move your vehicle to one of the parking decks. The same is true for load-out. The Loading dock areas are a fire lane and a driver must remain with the vehicles at all time when parked there for loading/unloading.

If you have a vehicle larger than would fit in the deck, or a truck/bus, please arrange for parking prior to the event with administrative staff.

There are [maps and parking details](#) for both Central and the Levine Campus on our website. We have 119 accessible parking spaces at our various lots on the Central Campus. For additional parking information contact: [Truist Box Office](#) at (704)330-6841.



Internet and Computer Access

Wireless – Central Piedmont has an open Guest Wireless Network. Under Wifi, click on CPCC Guest, then enter your mobile phone; next, you will receive a text with a code, enter that code into the field provided to connect your device to the WiFi.

Computers/Projectors – if you are going to use the projector in any classroom or theater, please let the staff know prior. A network access code will be provided that will allow you onto a Central Piedmont Community College computer.

USB/Jump Drives are not permitted in any Central Piedmont computer

Instead, you may send your presentation to open through email, dropbox, google drive, or load it on your own laptop to hook up to an HDMI cable.

If you are using a Central Piedmont Community College computer or projector, you will be able to log into an email or cloud services account.

To find out more information visit the ITS [website](#) and look under Guest Accounts or contact ITS by email at - helpdesk@cpcc.edu.



Parr Center Video Wall Specifications

For an additional fee the New Theater in the Parr Center has a video wall that can be programmed with information, photos, or PowerPoint for the day of your event.

Technical Specifications:

- Resolution: 3840x720
- Still Image Type: .png or .jpg
- Video or Animation Image Type: .mp4

Be aware of the size and resolution of the screen to plan content that won't be uncomfortable at a large size, and fits the display correctly.

Due to the size of the screen, some content can be uncomfortable to the view.

The resolution of the screen is standard UHD 4k resolution wide (3840 pixels), but only $\frac{1}{3}$ as high (720 pixels vs 2160 pixels) as a standard UHD 4k resolution.

Best Practice:

Avoid extreme close-ups of faces. People on screen will generally look better in a mid or wide shot. When producing video, remember that you will only use $\frac{1}{3}$ the height of the standard video image. Plan your shots carefully to fit the resolution of the screen.

Examples Of What To Avoid:

- o Closeups of people.
- o Landscapes that won't display correctly due to cropping issues.



Rental Items and Costs

[Click Here to View the
"Welcome Client" Portal](#)

Table Measurements At A Glance

Round Tables

Hi-Boy: 30" x 42"

5-Foot: 60" x 32"

Banquet Tables



Digital Locker Instructions for the Parr Center dressing rooms

Digital Locker Instructions

1. Press “C” Button
2. Enter 4 Digit Code
3. Press “Key” Button
4. Locker Should Lock

To retrieve belongings, follow steps above.

Be Sure To Remember Your Locker Number And Code