

Oxford Community Arts Center Rental Fees and Information

FACILITIES

Ballroom

The Community Arts Center's beautiful ballroom, built in 1928, is the perfect choice for wedding receptions, corporate retreats, luncheons, holiday parties, anniversary parties, formals and conferences.

The ballroom comfortably holds up to 140 -150 with tables & chairs, 200 with chairs, 250 with people standing,. Rental includes the South Parlor and the Catering Kitchen.

South Parlor

This charming little parlor, located on the first floor adjacent to the ballroom is the perfect choice for small group meetings, luncheons, and parties. It holds 40 to 50 people seated.

North Parlor

This Victorian style parlor with an attractive octagonal alcove and 2 small conference or sitting rooms comfortably seats 65 seated at tables or 150 seated only. Consider renting this room for corporate retreats or meetings, luncheons or parties.

Theater

The OCAC Theatre was originally the Oxford College chapel and was converted into a recital theater in the 1940's. Currently in line for renovation, it is the home of OxACT and is also used by the Oxford Youth Theater and the Oxford Cooperative (youth) Theater. Seating approximately 150, the OCAC Theater is available for your upcoming event.

Rehearsal Hall

Originally the formal dining room, the Rehearsal Hall on the lower level is available for parties, meetings and workshops. This room seats approximately 120 at tables or 150 with chairs only. (The Rehearsal Hall is not handicapped accessible at this time)

The entire first floor, which includes the Ballroom, the South Parlor, and the North Parlor can be rented and holds 450 people in total. For further information, please contact Caroline Croswell, Executive Director, at (513) 524-8506.

Rental Policies

- Daytime hours are between 8 am – 5pm.
- Evening hours are between 5pm – 12am.
- Rental time block is 8 consecutive hours which includes set up and teardown of the event by either the renter or their vendors (caterer, DJ, etc).
- The OCAC Building closes at 12:30 am sharp and all renters and vendors must be out of the building at that time.
- An additional fee of \$25 per hour can be contracted in advance if your event requires time outside of the 8- hour block. A fee of \$200 per hour will be charged if any rental exceeds contracted hours without being arranged in advance or if the event concludes past 12 am.

- A deposit of 50% of your rental fee is required to reserve your event date. Please see your lease agreement for further details.
- Each rental is allotted 2 meetings with Building Operations for event planning. There is a \$50 charge per meeting for additional planning.
- **The Oxford Community Arts Center is a non-smoking facility. A smoking area is provided for guests outside of the main entrance. Please be advised that the front doors may lock behind you.**

Event Set-up Time for Decorating and Catering

Set up times for Weekday Evening Events:

All setup for weekday events must be completed on the day of the event. There will be no additional charge if setup is scheduled and completed within the allotted time period.

Set up times for Weekend Events:

As a courtesy, weekend events may be setup on Friday afternoons between 1 – 4pm (or earlier by appointment only) with no additional charge. If Friday setup competes with other OCAC events all setup must take place during the 8-hour reserved event time. If additional time is needed it must be scheduled with the Executive Director and is subject to the \$25 per hour fee.

Room Capacity

- Ballroom: 125 - 180
- North Parlor 80
- South Parlor 40
- Rehearsal Hall 150
- Theatre: 125

Room Measurements

- Ballroom: 61ft long X 32 ft wide
- North Parlor: 40 ft long X 22 ft wide
- South Parlor: 40 Ft long X 12 ft wide

Rental Rates

Rates do not include linens or skirting.

- Ballroom: M-Fri: Daytime \$550
Evenings & Weekends: \$1000
Ballroom rental includes the South Parlor and catering kitchen
- South Parlor: Weekdays: \$125 Day
Evenings & Weekends: \$225
- North Parlor: Weekdays: \$225 Day
Evenings & Weekends: \$375
- Theatre M- Fri: \$200 Day
Evenings & Weekends: \$350
- Rehearsal Hall: **(set-up and teardown of this space is entirely the responsibility of the rentor)**
Weekdays: \$225 Day
Evenings & Weekends: \$375

Linens

Linens may be rented from an outside source or arranged through OCAC. Rates are per table cloth. \$4 for lap length banquet and 85" squares to fit the round tables, \$12- floor length for 6 foot round tables, \$10 – floor length for 4 foot round tables and 30 cents per

napkin and skirting is \$15 per table. Linen rentals must be arranged at least 1 month in advance.

Tables & Chairs

The following tables and chairs are available at no additional charge.

200 ballroom chairs

10 – 6 ft. long banquet tables seating 6 to 8

6 – 48 in. round tables seating 4 to 6

9- 72 in. round tables seating 8 to 10

10- 30" cabaret tables (42" tall)

Outside rental will be necessary if additional tables are needed.

Audio Visual Equipment

Audio-Visual equipment is not available at the Arts Center.

Cinematography & Concert Equipment

OCAC owns a state of the art system for film screening and concert sound. This system managed by the Miami Film Association (MFA). It is to be used for serious special events, public address, and concerts only.

FEES

For Use in the Arts Center:

Standard Technician Fee: **\$25/hour per technician** is the standard fee, for all events in the Arts Center, with a minimum of four (4) hours.

System Rental/Management Fee: **\$200.00**

For Use outside the Arts Center:

Standard fee of **\$500 per event**: 2 hours standard event duration, plus 2 hour setup and 1 hour tear-down

Standard Technician Hourly Fee will apply in addition to the fees listed above to any event lasting over the first 2 hours, including delayed setup and tear-down times, at a cost of **\$35/hour per technician**.

For events outside of Oxford city limits, additional transportation fees will be assessed.

Pianos:

There is a grand piano in the Ballroom or South Parlor, which is a permanent part of the décor and cannot be moved out of the room by anyone other than OCAC staff. If the piano needs to be moved arrangements must be made prior to the event. Piano rental is available for \$90.00.

Theater Lighting

At this time the lighting in the theater is owned and controlled by OxACT. This lighting may only be used with the consent and under the control of the OxACT board. Contact Susan Meikle, OxACT board president at 513-524-9190.

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