

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 and chairs, and 200 with chair onlys. 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 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)

Rental Policies

- Daytime hours are between 8 am – 5pm.
- Evening hours are between 5pm – 12am.
- Rental time block, which includes set up and tear down of the event by either the renter or their vendors (caterer, DJ, etc):
 - Entire first floor to include Ballroom, South Parlor, North Parlor & Kitchen is **10 consecutive hours**
 - North Parlor , South Parlor, Rehearsal Hall or Theater is **4 consecutive hours**
- The OCAC Building closes at 12:00am 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 contracted block of time.
- A fee of \$200 per hour will be charged if any rental exceeds contracted hours without being arranged in advance or 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.**

Event Set-up Time for Decorating and Catering

Set up times for Events:

All setup for 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. 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: 140 - 200
- North Parlor: 65-150
- South Parlor: 40 -50
- 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: Evenings & Weekends: \$1500
Ballroom rental includes the North Parlor, South Parlor and catering kitchen
- South Parlor: Weekdays: \$125 Day (events ending by 5:00 p.m. Monday-Friday)
Evenings & Weekends: \$225
- North Parlor: Weekdays: \$200 Day ((events ending by 5:00 p.m. Monday-Friday)
Evenings & Weekends: \$375
- Theatre M- Fri: \$200 Day (events ending by 5:00 p.m. Monday-Friday)
Evenings & Weekends: \$350
- Rehearsal Hall: **(set-up and teardown of this space is entirely the responsibility of the renter)**
Weekdays: \$225 Day (events ending by 5:00 p.m. Monday-Friday)
Evenings & Weekends: \$375

Linens

Linens may be rented from an outside source or arranged through OCAC. **Linens must be arranged at least 1 month in advance.**

- Rates are per table cloth.
 - \$5 for lap length banquet and 85" squares to fit the round tables

Tables & Chairs

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

- 180 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.

Electronic Equipment

- \$125 - Small professional sound system. Includes soundboard, 2 speakers on stands, 1 wireless lapel mic & 1 regular mic on a stand.
- \$75 – digital projector & screen, DVD/CD player

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 \$95.00.

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.

Parking

A small parking lot behind the Arts Center is available for patron use on a non-exclusive basis. On street parking surrounds the Arts Center. All Oxford city parking laws and regulations will be enforced.

Modified: January 17, 2011