

# EXPERIENCE THE BEAUTY OF TEXARKANA AT



## THE REGIONAL ARTS CENTER

321 W Fourth St,  
Texarkana, TX

An incomparable site for concerts, lectures, master classes, meetings, the Regional Arts Center is also a breath taking rental facility for weddings, receptions, reunions, and perfect for business seminars, political rallies and press conferences.

### Located in Downtown Texarkana

Construction began on the exquisite, historic Regional Arts Center (RAC) as a U.S. Federal Courthouse in 1909 and was completed in 1911. In 1931, the official headquarters of U.S. District Court moved from Texarkana to Sherman, and in 1933 the building was donated to Bowie County. In 1985, the Texarkana Regional Arts and Humanities Council (TRAHC) leased the building from Bowie County to develop as a Regional Arts Center.

Renovations were completed in May 1992, converting the entire west end of the first floor into museum quality, high security exhibit space. In addition, the same nationally renowned decorative artisans who embellished the beautiful Perot Theatre also exquisitely refinished the first and second floors, including the former courtroom, now the Horace C. Cabe Great Hall. It is without doubt the most elegant room in the region.

In addition to gallery spaces and Cabe Hall, the Arts Center contains the TRAHC, Inc. administrative offices, the Women for the Arts (WFA) office, and WFA's *For Arts' Sake* Gift Shop. The restored Temple Munz Reproducing Piano housed on the first floor in *For Arts' Sake* can be heard on request or as part of a building tour. Come in and take the time to notice the fine architecture and detailing, arched windows, beautiful copper cage elevator from 1913, brass railings and magnificent ceilings as you occupy its original marbled floors.

### Rentals

It is TRAHC's desire to share this beautiful facility with those planning special events. This grand building is approaching its 100<sup>th</sup> birthday and its architecture and significant history in this area are irreplaceable. All those who enter its grand doors become the custodians of this rich heritage, and as such, must always be extremely careful of its use. Please realize that any abuse, no matter how accidental and insignificant it may seem, greatly impacts this wonderful building. The following information, rules, regulations, and the enforcement of each were created with this in mind.

For further information regarding TRAHC, facility tours, or for additional details concerning facility rental procedures please call 903/792-8681 or email [dgilliam@trahc.org](mailto:dgilliam@trahc.org). Office hours are Monday through Friday, between the hours of 8:30 a.m. and 5 p.m. The RAC is open to the public, Tuesday through Saturday, 10 am to 4 pm, with extended hours on Thursdays until 7 pm.

## FAQs About Renting Spaces at the Regional Arts Center

Many of these FAQs refer to weddings & receptions, but most also are applicable to other events, such as reunions, birthday parties, business meetings, concerts, etc.

***Q: How much is does it cost?***

A: Rental fees for 2010 have been set at \$800 for a 2- to 5- hour event.

***Q: Are we required to pay a deposit?***

A: Yes, a Security Deposit of \$300 is required along with submission of an Application to book your date on the TRAHC calendar.

***Q: Does the Rental Fee include chairs & tables?***

A: No. Chairs and tables are available through a package rate or per piece. See Fee Schedule for pricing.

***Q: How many people will the Caba Hall accommodate?***

A: This depends on how much furniture is in the room. Are you going to seat everyone? If so, plan on 80 - 100. Are you having a few tables but mostly expecting that people will mix and mingle? If so, then you can easily have 150 to 200 or so guests comfortably.

***Q: Can we have our wedding ceremony and reception in the same place?***

A: Certainly! This is becoming a trend. With careful planning and coordination, a very small amount of time will be needed to make the transition between the two, but it is very Do-able! The 5-hour time limit still applies though, so if you plan to do both, you'll need to consider how elaborate your ceremony will be vs. how much time you want to allow for the reception. Extra time is billed at \$75 per hour.

***Q: Is there a place where the bride can dress or wait before the ceremony?***

A: Yes, there is a room we set aside for you to use. We even set up a big mirror for you! No extra cost! Plus, there is plenty of space there for your bridesmaids also, and a separate space for the groom and his groomsmen.

***Q: Can we serve alcohol?***

A: Yes. There is an additional \$250 deposit required if you plan to serve alcohol. We do not furnish the bar or servers. You will have to arrange for these on your own. Usually, a good caterer can arrange for a bartender if desired.

***Q: Does my deposit apply to the Rental Fee?***

A: No. Deposits are kept until a Post-Event inspection has been done and TRAHC staff has determined that no damages occurred as a direct result of the event, which will need professional services to amend. IF such damages are detected, you will be notified within 48 hours. More than 90% of our clients get their deposits refunded.

***Q: What if I have to cancel? Will I get my deposit back?***

A: If you call to cancel at least 6 weeks prior to the booked date, we require that you confirm your cancellation in writing (email is acceptable). Once we receive your written request, we put in an order for your refund, which should be sent to you within 10 days of the order. You'll receive 90% of the Security Deposit, plus 100% of any other payments made. If you cancel within 6 weeks, there is a graduated scale regarding the Security Deposit only: Within 6 weeks but up to 4 weeks, 75%; within 4 weeks up to 2 weeks, 50%. If you cancel with 2 weeks or less time before the scheduled event, you will forfeit the Security Deposit.

***Q: What is this General Liability Insurance requirement all about?***

A: Proof of Special Event General Liability Insurance showing TRAHC as an additional insured party protects you from claims of property damage, theft, etc., and if applicable, claims due to alcohol related accidents. We have sources for this requirement if your current policy will not extend this event coverage, or if you need a more affordable option than what you've been quoted.

## FAQs about Rentals at The Regional Arts Center, continued

***Q: Are we responsible for clean up afterward?***

A: You are responsible for getting any and all food & beverage items and trash out of the building. We ask that you attend to any spills or food on the floors, but unless there is confetti or you just feel compelled to mop or vacuum, TRAHC will vacuum and reset the space. Of course, anything that personally belongs to you should also be removed if possible. TRAHC cannot be held responsible for misplacement, loss or theft of unsecured items. Rental items are generally kept in a hold area and picked up on the first business day after the event, unless you make other arrangements. Basically, if it is icky, sticky, and/or smelly, get it out and we will be happy with you!

***Q: Do you provide catering?***

A: No, but we do have a list of several area caterers, many of whom have worked in our building many times through the years. Your rental includes use of the kitchen and workroom. We do need to visit about what's on the menu, to make sure our sensitive building's best interests are understood from the start.

***Q: Do we have to be out of the building by midnight?***

A: Yes. However, you may arrange for extended hours after midnight for an extra fee set at \$75 per hour, but this must be done in advance, be included in your contract, and paid in full along with the other fees. Unscheduled time will be billed back to you at \$150 per hour. AND WE WILL BILL BACK THESE HOURS! *SERIOUSLY!*

***Q: Are we required to have a dance floor for dancing?***

A: No, you may dance on the carpet. TRAHC does not currently offer a modular dance floor for rentals, so you will have to rent it if you prefer to use one.

***Q: Can we have a DJ or a band?***

A: Yes. We have a 90-db limit for continuous sound, but generally this works quite well for most DJs and bands, and, frankly, is plenty loud enough for the space. Keep in mind, the larger the band, the more equipment they use, the smaller your audience space will be. There's only so much room in our hall! We do have a list of local DJs if you need it.

***Q: Can we use the piano?***

A: Yes. Our beautiful baby grand lives in the Cabe Hall, and you may use it either as a decorative element, or it may be played. We have the piano tuned twice each year, so it should be adequate for anyone. If you determine to have it tuned just for you, you will be responsible for that expense. NOTE: our piano LIVES in the room. We will move it for you as you request, but we cannot/will not move it OUT of the room! And renters must not move it themselves else we will assess and bill back a penalty of \$100. SERIOUSLY. Don't move it. Come find us, ask & it shall be done!

***Q: When do I have to have everything paid?***

A: Your Security Deposit is paid right up front to get you started & get your date booked on the TRAHC Calendar. If you plan to serve alcohol, that \$250 additional deposit must be paid at least two weeks prior to your event. The rental fee plus any other charges must also be paid at least two weeks prior to the event date.

***Q: Can we set up some things the day before?***

A: We do not charge extra for set up during the regular open hours between 10 am and 4 pm on the day of the event. IF there are no TRAHC events or other uses that would be affected, we will allow you time to set up during those open hours between 10 am and 4 pm on the day prior to your event. This is a courtesy and is for SET UP ONLY, not for bridal showers or rehearsal dinners, or any such use. If you need to hold your rehearsal here, you must arrange for that in advance! There will be an additional fee, as we must cover extra staffing and out of pocket costs of this extra time.

***Q: Can I have my bridal portraits made here?***

A: Of course! Even if you are not renting our lovely Regional Arts Center, it makes a perfect backdrop for bridal photos. You need to set up an appointment so that we can make sure we have time and space just for you. If you are not renting our space for your event, there is a small fee which is payable at the time of your session.