



100 N. Greensboro Street, Carrboro, NC 27510  
Office: 919-918-7385, Fax: 919-918-4476

**Welcome to the Carrboro Century Center!** This building is the Town's largest meeting and recreation facility. The Center offers four climate controlled rooms for events of different sizes, and a fully equipped kitchen. Rooms are reserved on a first come, first serve basis. **To book a room, visit the Century Center Information Office and provide your date(s), time(s), approximate number of participants expected for your event and pay at least 10% down to complete the reservation, or mail in a reservation form with payment. Mail in reservation forms are available on our website at <http://townofcarrboro.org/rp/cc.htm>.** The Carrboro Cybrary is also housed within the Century Center. The Cybrary includes five public computer stations (including assistive technology for people with hearing or visual impairments), numerous newspapers, magazines, books, audio books, a copier and a fax machine.

#### **Facilities Available for Rental:**

**Please share with staff all of the rooms needed for your event.**

**Activity Rooms 1, 2/3, and 4** are suitable for a variety of events (i.e. social occasions, meetings, or workshops). Capacity 8 – 35 people. **Century Hall** is a multipurpose room with a wood floor and elegant space for dances, concerts, and wedding receptions. Capacity 35 to 545. The Kitchen is suitable **for small cooking classes consisting of 6 people.** Please see room capacities chart on website for more information.

#### **Hours of Availability:**

**9:00 a.m. to 11:00 p.m.** Any hours requested beyond the normal operational hours are pending the availability of staff. The Center is closed on all Town Holidays.

#### **Reservation Guidelines:**

Reservations are approved based on the availability of space and frequency of use requested by the applicant. Our goal is to serve the largest array of applicants. Therefore, weekend reservations for the Century Hall are limited to 6 times/6 months and weeknight reservations for Activity Rooms 1 - 4 are limited to 12 times/6 months. **Events for participants under 18 years of age require 1 adult chaperone per 10 youth.** Setup and cleanup time should be included in your rental time. Smoking; all illegal drugs and other substances; weapons of all kinds, except law enforcement officers in the execution of their duties and public demonstrations; animals of any kind, except those serving individuals with special needs and those used in public demonstrations, are prohibited in the building. If you are planning to serve alcohol during your event, please read the Century Center Alcoholic Beverage Policy on this website. Open flame lights are prohibited. A protective globe must enclose all flames. Groups should use flame retardant decorations. No decorations shall be attached to the walls, sound panels, ceiling, or floors. Glitter, sparkles, confetti, silly string, cotton candy or any similar items are not permitted. Check with staff on duty before making any electrical connections or moving furniture. All trash and food debris must be removed from the floor and tables at the conclusion of your event and taken to the disposal area in the rear of the Center to avoid a clean-up fee (not to exceed \$100.00). The person signing the Reservation Contract acts as the event sponsor and is responsible for any damage to the facility reserved. Entrances and exits must remain accessible at all times. The Center cannot assume responsibility for personal property and equipment brought on to the premises. **Some events may require insurance coverage. Please consult with Recreation Department staff to determine if your event requires insurance.**

#### **Rental Fees:**

Fees vary. Please call 918-7385 or check our website at <http://townofcarrboro.org/rp/cc.htm> for applicable rates. A nonrefundable full payment or 10% of the total reservation fee is required to confirm your reservation. Any remaining balance will be due 21 days prior to your event. Additional fees may be charged for use of audiovisual equipment and events with food. Your event will be cancelled if all fees are not paid by established deadline.

#### **Cancellations or Reservation Changes:**

Once a contract is confirmed, the first change affecting the contract amount is at no charge. Subsequent changes which affect the contract amount may result in a \$5.00 administrative fee. The Department may cancel a reservation in the case of severe weather conditions, a Town emergency, and if all of the contract stipulations are not followed. All reservation fees will be returned in full if a situation occurs which is beyond facility or event sponsor control. Cancellations must be received in writing (e-mail, fax or walk-in requests are accepted) 21 days prior to the event. The rental fees will be refunded minus 10% of the reservation fee. Event sponsors can reschedule the event without penalty as long as a date is available and current fees apply.