



## Event Services at Lena Pope

Lena Pope offers event services through the Amon Carter Center at Lena Pope. The Center is located on the Lena Pope main campus in Fort Worth. Proceeds from venue rentals help to support Lena Pope's programs for children and families.

### *Amon Carter Center at Lena Pope Rental Fees*

The main hall of the Amon Carter Center at Lena Pope accommodates up to 275 people. The hall can be divided into three smaller halls. Two smaller conference rooms are also available. All have full audio-visual capability.

	Halls (Individual or Combined)			Conference Rooms	
	1 hall	2 halls	3 halls	Marty Leonard	Lupton
Weekday*	\$125	\$190	\$250	\$60	\$50
Evening/Weekend**	\$175	\$265	\$350	\$100	\$100

\* 2 hr minimum \*\* 4 hr minimum, security may be required for evening/weekend events at \$65 per hour

All rates listed are per hour. Special rates are available for non-profits. Please contact our office for details. Rates include tables and chairs for guest seating in approved floorplan, food services tables or counters, wi-fi and free self-parking.

### *Other Services and Fees*

Audio/visual system (includes wireless microphones)	\$125
Camera system for remote access	\$125
Stage (8'x16')	\$350
Dance Floor (15'x15')	\$450
Meeting Linens (black or navy rounds)	\$15 per table
Coffee Service	\$25 per 50 guests

### *Rental Agreement*

A signed rental agreement is required to secure the venue. A Lena Pope staff member will be present during the contracted time of the event.

### *Deposits/Payments*

A minimum, non-refundable booking deposit of 30% is due at booking. The remaining balance must be paid in full at least seven days prior to the event. A \$1000 security deposit may be required for certain social event rentals.

## *Cancellations/Rescheduling*

Cancellations must be made in writing 30 days in advance by the signer of the rental agreement. No refunds will be given for cancellation notices received less than 30 days prior to the event.

## *Venue Access*

Access to the Amon Carter Center for the event will begin and end at the times designated in the rental agreement. All set up, event time and clean up and load out must be completed within the contracted access times.

## *Parking*

Free self-parking is available on the Lena Pope lot. Use of a valet service is allowed and is the responsibility of the event host.

## *Vendor/Rental Deliveries*

All vendor and rental deliveries must be dropped off, installed and removed within the contracted occupancy period.

## *Decorations*

Lena Pope will try to accommodate requests regarding decorations but reserves the right to restrict use of certain decorations. **Nothing may be nailed, taped, glued, stapled, or attached in any way to any interior or exterior walls, ceilings, floors or fixtures. This includes signage and trees on the Lena Pope campus.** Lena Pope does not allow the use of glitter, confetti, rice, birdseed, sparklers, cold sparks, silly string or balloon releases anywhere on Lena Pope property. All decorations and other items related to the event must be removed by the end of the rental period. The use of open flame is strictly prohibited. Only battery-operated candles may be used. Balloons are not permitted inside the Amon Carter Center without written permission from Lena Pope.

Possession, ignition or detonation of any explosive device, fireworks, liquids, or objects that are flammable or could cause damage by fire or explosion is prohibited.

## *Catering*

Served buffets and plated meals served at guest tables must be provided by an approved caterer. Food dropped off for self-service buffets may be brought in from any restaurant or commercial food provider. Food prepared in a private home may not be brought in or delivered to your event.

### ***Approved Caterers***

Awesome Catering DFW	817-200-6355	Joe T Garcia's	817-626-4356
Babe's Chicken (Delivery only)	817-705-5345	MiCocina	214-217-3002
Blue Mesa Grill	817-332-6372	Pinstripes	682-352-0808
Central Market Catering	817-989-4900	TCP Catering	817-889-4827
City Kitchen	817-534-9900	HD Liquid Catering (Bar only)	972-535-0980
Fort Worth Catering	817-810-0888	America's Finest Bartending	469-237-4243

## *Security*

A uniformed Fort Worth police officer is required for all after-hours events and events that include alcohol service. Security officers will be arranged by Lena Pope and billed to the event at \$65 per hour.

## *Alcohol*

Alcohol may be served at the Amon Carter Center in accordance with rental agreement terms. All alcohol service requires a TABC licensed bartender.

## *Music and Audio/Visual*

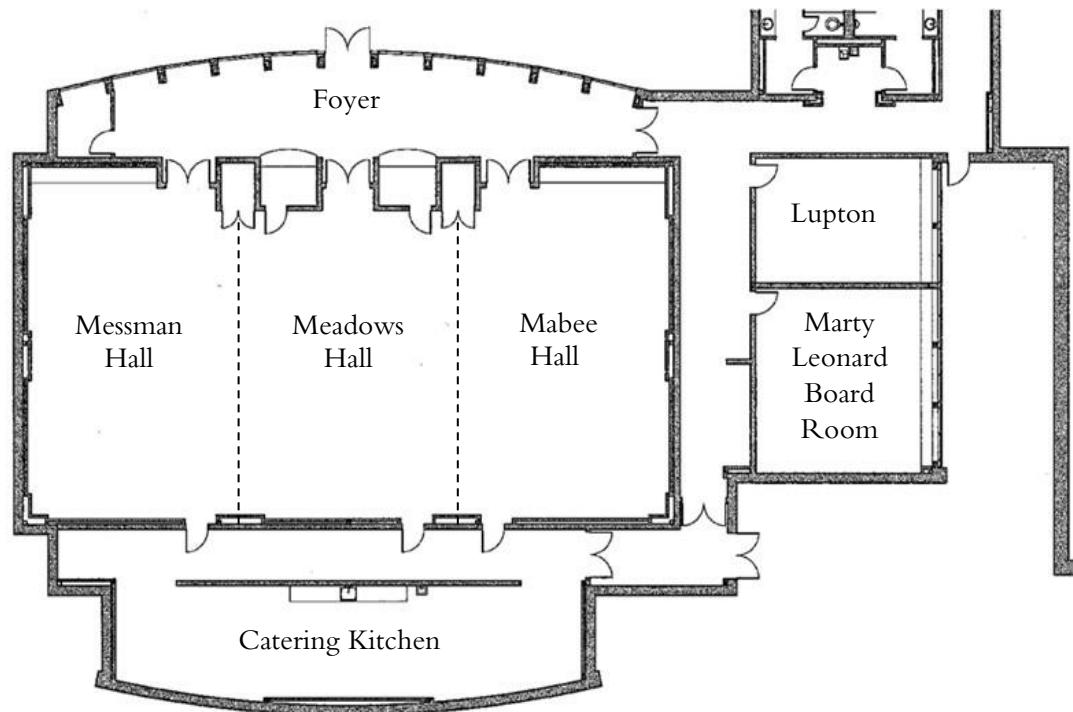
The Amon Carter Center audio/visual system provides integrated video and sound projection through an HDMI connection. Microphones are also available. All forms of entertainment such as live bands or DJ's must be approved in advance.

## *Smoking/Illegal Substances/Firearms*

All Lena Pope buildings and grounds are tobacco and smoke-free environments (including e-cigarettes). Illegal substances and firearms are strictly prohibited on any Lena Pope property including the parking lots.

## *Insurance Requirements*

Event or General Liability insurance is required for the date of the event in accordance with rental agreement terms. The required minimum amount of coverage is \$1,000,000 per occurrence and \$2,000,000 in the aggregate with Lena Pope Home, Inc. named as an additional insured. Liquor liability is also required if alcohol will be served.



Room	Dimensions	Sq Ft	72" Round	Classroom	U-shape	Square	Theater
Mabee Hall	28 x 40	1,120	60	48	30	36	84
Meadows Hall	28 x 40	1,120	60	48	30	36	84
Messman Hall	28 x 40	1,120	60	48	30	36	84
2 Halls combined	57 x 40	2,280	120	108	40	56	170
3 Halls combined	87 x 40	3,480	180	156	NA	NA	275
Lupton Conference Room	18 x 22	405	NA	NA	NA	10-15	NA
Marty Leonard Board Room	22.5x25.5	574	NA	NA	NA	16-20	NA