Event Services



Lena Pope offers event services through the Amon Carter Center at Lena Pope, located on the Lena Pope main campus in Fort Worth. Proceeds from venue rentals help to support Lena Pope's counseling, education, and behavior intervention 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.

Space	**Weekday***	**Evening/Weekend****
1 Hall	$140 /hour	$190 /hour
2 Halls	$210 /hour	$290 /hour
3 Halls	$275 /hour	$385 /hour
Marty Leonard Conference Room	$60 /hour	$100 /hour
Lupton Conference Room	$50 /hour	$100 /hour

* Weekday rentals require a **2-hour minimum**.
** Evening/weekend rentals require a **4-hour minimum**. Security may be required at **$65/hour**.

Rental Rates include:

- Tables and chairs for guest seating in approved floorplan
- Food services tables or counters
- Wi-Fi
- Free self-parking

All rates listed are per hour. **Special rates are available for non-profits**. Please contact our office for details.

Other Services and Fees

Service	Fee
Audio/Visual System (includes wireless microphones)	$150
Camera System for Remote Access	$150
Stage (8 × 16')	$400
Dance Floor (15' × 15')	$475
Meeting Linens (black or navy rounds)	$18/table
Coffee Service	$35 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 & Logistics

- Venue access begins and ends at the times listed in the rental agreement.
- Setup, event time, cleanup, and vendor load-in/load-out must occur within the contracted rental period.
- Free self-parking is available. Valet service is permitted at the event host's expense.
- Vendor deliveries, installation, and removal must also occur during the contracted rental period.

Decorations

Lena Pope will try to accommodate requests regarding decorations but reserves the right to restrict the use of certain decorations. To protect the venues:

- **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 personal items must be removed by the end of the event as specified in the rental contract. Nothing may be left for next day pick-up.

- The use of an open flame is strictly prohibited at the Amon Carter Center. Only battery-operated candles may be used.
- Helium balloons are not permitted inside the Amon Carter Center.

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	Mi Cocina	214-217-3002
Blue Mesa Grill	817-332-6372	America's Finest Bartending	469-237-4243
Central Market Catering	817-989-4900	TCP Catering	817-889-4827
HD Liquid Catering (Bar only)	972-535-0980		

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.

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.

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 is served.

Amon Carter Center Floorplan & Room Capacities

Room	Dimensions (Ft)	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	-	-	275
Lupton Conference Room	18 x 22	405	-	-	-	10-15	-
Marty Leonard Board Room	22.5x25.5	574	-	-	-	16-20	-

Seating Configurations

- **Round Tables (72")** – Banquet style seating (up to 10 seats per table)
- **Classroom** – Rectangle tables set in rows facing the front
- **U-shape** – Open center layout for discussion
- **Square/Boardroom** – Conference-style seating
- **Theater** – Rows of chairs facing the front

