

### *MICC Auditorium Policies and Service Fees*

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Thank you for your interest in the  
Auditorium at Midwood International and Cultural Center  
1817 Central Avenue ♦Charlotte, NC ♦28205

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

The Auditorium is available from 8am-11pm\* Monday-Thursday. On Friday and Saturday, the Auditorium is available 8am-12am\*. On Sundays, the Auditorium is available from 3pm-11pm\*.

***\*Should anyone remain in the space after these hours and the alarm is triggered, CMPD is automatically called, your deposit will be forfeited and you will be responsible for any charges issuing forth from the call as well as additional charges from hours outside of the original agreement.***

#### **Rental Rates:**

Events that take place Monday-Thursday and on Sundays are \$50/hour with a 2 hour minimum and a day rate of \$450.

Events that take place Fridays & Saturdays are \$70/hour with a 3 hour minimum and a day rate of \$650.

***Hours are to include set-up and breakdown time.***

***A separate refundable deposit of \$100 is required at time of booking. Once the deposit is received, your reservation will be confirmed via email.***

#### **Cancellation Policy:**

- Cancellations made within 14 days of scheduled event will receive no refund of deposit.

#### **Payment Policy:**

**Full Payment is due 14 days ahead of the scheduled event. PAYMENT RECEIVED AFTER 14 DAYS WILL INCUR A \$25 ADMINISTRATIVE FEE.**

**\_\_\_\_\_ initial here to indicate that you have read and will comply with the information on this page.**

### Alcohol and Food/drink:

- Food and Drink may be served in the Auditorium.
- Alcohol is permitted. **An Alcohol permit is required IF alcohol is sold OR if the event will be ticketed and alcohol served OR if fortified wine or liquor is served.** Renter must obtain the necessary permits and submit to International House in advance of the event. MICC reserves the right to disallow service of alcohol for any reason or no reason.
- **Any event that involves the sale of any alcohol or that sells tickets at an event which serves alcohol or the serving of fortified wine or hard liquor** requires that the renter provide evidence of commercial or general liability insurance with limits of not less than \$500,000 per occurrence with MICC named as an additional insured.
- The application for the special event alcohol permit may be obtained here;
  - <http://abc.nc.gov/application/menu.aspx?f=124>

### Damage and Housekeeping:

- Renter is responsible for the disposal of all waste as the result of food or drink. There is a waste container in the rear of the property to dispose of trash.
- Chairs **MUST** be returned to their original location after your event.
- Items from the stage wings or closets/storage near the stage may not be moved.
- NO balloons.
- The auditorium is to be treated respectfully at all times and should be left in a manner substantially similar to the way it was found. **Any damage or unreasonable level of un-cleanliness will result in a charge to the deposit or bill to renter if the costs exceed amount of deposit. This includes the outside and parking areas.**

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### Items Included in rental cost of facility\*:

- 250 chairs are available.
- The stage has two LED light bars and some fluorescent lighting clearly marked and available for use.
- 1 Piano
- 1 Podium

\*note: there are other items in the space including lighting, screens, tables etc. Those items belong to certain tenants at MICC. They are **NOT** available for your use. If you are unsure, please ask or do not use them.

### Items available for use for an additional cost:

- **\$30:** Sound system with two powerful speakers, one microphone and a mixing board. The board can accommodate 3 additional microphones, but they are not provided. The board will also accommodate an iPod or computer.

Will you be using our sound system? If YES, Initial Here \_\_\_\_\_

### Guest Parking and Entrance:

- Parking for the Auditorium is on the side and the rear of the building,
- There are several doors accessing the Auditorium at MICC.
- There are two main doors that open to Central Avenue on the front of the building. These doors should be the main doors used by your guests.
- There is a door off the side parking lot, which has a key pad and is the initial entry point as well as the handicapped entrance.
- There is separate access into the ante room should a caterer or other service provider need to use it.
- Additionally, there is a door off the rear parking lot which enters at the rear of the stage.
- A directional sign is provided for your use.

\_\_\_\_\_ initial here to indicate that you have read and will comply with the information on this page.

### Storage for props/ Performers dressing/ off stage waiting area

There is a room to the right of the stage. This room has direct access from which performers may enter the stage. The anteroom off the Auditorium is also available for use during the rental.



**Total capacity of the Auditorium:**

Between 280-300 people can be in the auditorium.

**I have read, understand and will comply with the policies as stated above:**

**Signature of Renter** \_\_\_\_\_ **Date** \_\_\_\_\_

*Please return this completed application to Nina Saralidze at [auditorium@ihclt.org](mailto:auditorium@ihclt.org) or via fax at (704)334-2423.*