

MICC Auditorium Policies and Service Fees

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

Hours of Availability:

Monday-Thursday: 8:00am-11:00pm

Friday & Saturday: 8:00am-12:30am

Sunday: 3:00pm-11:00pm

***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:

Deposits: A separate refundable deposit of \$300 is required at time of booking. Once the deposit is received, your reservation will be confirmed.

Monday-Thursday: \$50/hr with a 2-hour minimum. Full day rate (8:00am-11:00pm) is \$450.

Sunday: \$50/hr with a 2-hour minimum. Full day rental is **NOT** available.

Friday & Saturday: \$70/hr with a 3-hour minimum and a mandatory and non-refundable \$100 cleaning fee. The Full day (8am-12:30am) is \$650.

Hours are to include set-up and clean-up time.

Cancellation Policy:

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

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

Marketing and Social Media

- **DO NOT** use International House's name or logo when marketing your event.
- **You are renting the MICC Venue**, this is separate from International House
- **DO NOT** tag International House on your social media or list the organization as a partner. You are renting the MICC Venue, not associated with International House.

Payment Policy:

Full Payment is due 14 business days ahead of the scheduled event. PAYMENT RECEIVED AFTER 14 DAYS WILL INCUR A \$50 ADMINISTRATIVE FEE.

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 dumpster at the back of the parking lot for trash and recycle receptacle for recycling.
- 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 uncleanliness 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:

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

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.
- The door on the side of the building, with the ramp, has a keypad 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.

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.
- **Storing items overnight will incur an additional rental fee of \$100.**
- All stored items **MUST BE REMOVED** by the morning after the scheduled event or the renter will be charged an additional rental fee.

Total capacity of the Auditorium:

- Between 280-300 people can be in the auditorium.

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

Renter's Full Name (printed) _____

Signature of Renter _____ **Date** _____

Please return this completed application to Samantha Williams at auditorium@ihclt.org or via mail

Attn: Samantha Williams
1817 Central Ave., Suite 215
Charlotte NC, 28205