



Wedding Packages

Reception Only Packages

Our most popular reception package!

Lobby Gallery Reception Package: \$2300

Lobby Gallery accommodates up to 200 guests seated or 350 guests with partial seating

Includes:

- ◇ Up to 10 hours of access to the Lobby, landings, and catering kitchen
- ◇ Facility staff on site for event
- ◇ Custodial clean-up fee
- ◇ Tables and chairs needed for event, and set up and break down of furniture
- ◇ Monitor Display in Lobby (must be coordinated 2 weeks before event)
- ◇ Real wood dance floor, any size up to 18'x21'

Each additional Hour: \$185 (includes space and staff)

Council Chambers Reception Package: \$2000

Council Chambers accommodates up to 80 guests seated or 120 guests with partial seating

Includes:

- ◇ Up to 10 hours of access to the Council Chambers, catering kitchen, and restrooms in Lobby
- ◇ Facility staff on site for event
- ◇ Custodial clean-up fee
- ◇ Tables and chairs needed for event, and set up and break down of furniture
- ◇ Monitor Display in Chambers (must be coordinated 2 weeks before event)
- ◇ Real wood dance floor, any size up to 18'x21'

Each additional Hour: \$150 (includes space and staff)

Lobby Gallery & Council Chambers Reception Package: \$2875

Lobby Gallery & Council Chambers together accommodate up to 330 guests seated or 450 guests with partial seating

Includes:

- ◇ Up to 10 hours of access to the Lobby and landings, Council Chambers, and catering kitchen
- ◇ Facility staff on site for event
- ◇ Custodial clean-up fee
- ◇ Tables and chairs needed for event, and set up and break down of furniture
- ◇ Monitor Display in Lobby and Chambers (must be coordinated 2 weeks before event)
- ◇ Real wood dance floor, any size up to 18'x21'

Each additional hour: \$242.50 (includes space and staff)



Wedding Packages

Ceremony & Reception Packages

Our most popular ceremony & reception package!

Auditorium Ceremony and Lobby Gallery Reception Package: \$3100

Auditorium seats up to 600; Lobby Gallery can accommodate up to 200 guests seated or 350 guests with partial seating

Includes:

- ◇ Up to 6 hours of access to the Auditorium and 2 hours for a Rehearsal. Rehearsal options include:
 - On a Sunday-Thursday anytime between 6am and midnight, or
 - On a Friday or Saturday between 6am and noon, or
 - On a Friday or Saturday between noon and midnight **IF** available. (*Availability for this time period can only be confirmed up to two weeks in advance.*)
- ◇ Access to backstage and dressing rooms for ceremony
- ◇ A/V technician for the ceremony and rehearsal
- ◇ Up to 10 hours of access to the Lobby, landings, and catering kitchen
- ◇ Facility staff on site for event
- ◇ Custodial clean-up fee
- ◇ Tables and chairs needed for event, and set up and break down of furniture
- ◇ Monitor Display in Lobby (must be coordinated 2 weeks before event)
- ◇ Real wood dance floor, any size up to 18'x21'

Each additional hour in Auditorium: \$175 (includes space and staff)

Each additional hour in Lobby: \$185 (includes space and staff)

Auditorium Ceremony and Lobby Gallery/Council Chambers Reception Package: \$3675

Auditorium seats up to 600; Lobby Gallery and Council Chambers together accommodate up to 330 guests seated or up to 450 guests with partial seating

Includes:

- ◇ Up to 6 hours of access to the Auditorium and 2 hours for a Rehearsal. Rehearsal options include:
 - On a Sunday-Thursday anytime between 6am and midnight, or
 - On a Friday or Saturday between 6am and noon, or
 - On a Friday or Saturday between noon and midnight **IF** available. (*Availability for this time period can only be confirmed up to two weeks in advance.*)
- ◇ Access to backstage and dressing rooms for ceremony
- ◇ A/V technician for the ceremony and rehearsal
- ◇ Up to 10 hours of access to the Lobby and landings, Council Chambers, and catering kitchen
- ◇ Facility staff on site for event
- ◇ Custodial clean-up fee
- ◇ Tables and chairs needed for event, and set up and break down of furniture
- ◇ Monitor Display in Lobby and Council Chambers (must be coordinated 2 weeks before event)
- ◇ Real wood dance floor, any size up to 18'x21'

Each additional hour in Auditorium: \$175 (includes space and staff)

Each additional hour in Lobby and Council Chambers: \$242.50 (includes space and staff)



Wedding Packages

Ceremony Only Package

Auditorium Ceremony Package: \$1250

Auditorium seats up to 600

Includes:

- ◇ Up to 6 hours of access to the Auditorium and 2 hours for a Rehearsal. Rehearsal options include:
 - On a Sunday-Thursday anytime between 6am and midnight, or
 - On a Friday or Saturday between 6am and noon, or
 - On a Friday or Saturday between noon and midnight **IF** available. (*Availability for this time period can only be confirmed up to two weeks in advance.*)
- ◇ Access to backstage and dressing rooms for ceremony
- ◇ A/V technician for the ceremony and rehearsal
- ◇ Facility staff on site for event
- ◇ Custodial clean-up fee

Each additional hour: \$175 (includes space and staff)

Other Fees/Information

- ◇ To confirm rental space and date, a security deposit of 50% of the package price is required along with a signed lease agreement.
- ◇ A \$250 damage deposit is required for all events in the Lobby, Council Chambers, and/or the Auditorium or for any rental where alcohol is served or heavy food service. It is refundable 15 days after event date provided the facility suffers no damage as a result of the event or there are no overages in time for the event. Should damages/overages occur, an itemized statement of repairs will be provided along with any refund due. Should damages exceed \$250, an invoice for any overage will be sent with an itemized statement of repairs.
- ◇ A Security Officer **MUST** be on site during the time that any alcohol is being served. Security Officers are paid directly at the conclusion of the event at a rate of \$25/hr. (3 hr. minimum). This fee is not included in package prices.
- ◇ Linens ordered through The Clayton Center will be set up and cleared by TCC staff for your event. They are charged at \$10 each and must be coordinated at least two weeks in advance.
- ◇ Rentals on holidays and holiday weekends are charged at 2 times the standard fees.