

PULLEN CENTER RENTAL DETAILS

Theater Style (\$1,800)

Includes:

- Four-hour rental
- Lobby, auditorium, two dressing rooms, and one flex room
- Spacious, comfortable stadium seating for 310
- Three hours of sound technician
- Three hours of lighting technician
- Podium
- Microphones
- Cleaning

Banquet Style (\$850)

Includes:

- Three-hour rental
- Lobby, auditorium, catering kitchen, three flex rooms
- Access to banquet table and chairs
- Access to 13, 6-foot tables (seats 8)
- Access to 104 banquet dining chairs
- Access to 8 tall cocktail tables
- Microphone
- Atmosphere music
- Cleaning

Dinner Theatre Style (\$1,800)

Includes:

- Four-hour rental
- Lobby, auditorium, catering kitchen, two dressing rooms, and one flex room
- Access to banquet table and chairs
- Access to 13, 6-foot tables (seats 8)
- Access to 104 banquet dining chairs
- Access to 8 tall cocktail tables
- Three hours of sound technician
- Three hours of lighting technician
- Microphones
- Cleaning

Expo Style (\$850)

Includes:

- Three-hour rental
- Lobby, auditorium, catering kitchen, three flex rooms
- Access to 8-foot rectangular tables
- Banquet/dining tables
- Microphone
- Atmospheric music
- Cleaning

Collaboratory and Art Gallery/Lobby (\$375)

Includes:

- Three-hour rental of the Lobby
- Access to 8-foot rectangular tables
- Access to rectangle tables for serving
- Atmospheric music
- Cleaning

Outdoor Spaces

\$50 per hour

Additional Fees

- \$250 hourly auditorium room rental rate for longer events and setup/teardown.
- \$75 hourly lighting technician
- \$75 hourly sound technician
- \$350 flat fee retractable stadium seating
- \$50 hourly furniture set up
- \$100 flat fee baby grand piano
- \$160 flat fee piano tuning (upon renter's request)
- Cleaning fee may vary depending on the event and need

Discounts:

Grand Opening Discount 10% off and non-profits receive an additional 20% discount.

Reservation & Payment Policies

- Initial 20% deposit due with contract. This secures the date.
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- Additional payment of 20% due 30 days prior to event.
- Remaining Balance due two weeks prior to event.

Food and Beverage Policy

- All food and beverages must be provided by a licensed caterer, delivery service, or professional food vendor that maintains a current certificate of insurance with a minimum of **\$1,000,000 in general liability coverage**. Homemade or personally prepared food is not permitted on the premises.
- Alcohol may only be served by a **licensed bartender or professional catering service**, and the provider must carry **liability insurance** covering alcohol service.
- Recommended Caterers: Pier22 and Enrich