



Winston-Salem Urban League Event Center

Facts:

Maximum Capacity: 158 people

Hours of availability: All days, 7 am to 1 am

Address: 510 Trade Street

Kitchen available

Garden space available

Parking: paid street parking, paid Cherry Street parking deck and N. Marshall and Cherry parking lot.

Discount pricing for members

Rental costs and fee schedule

Event Center rental cost is \$200 per hour (two hour minimum, eight hour maximum) and \$50 janitorial fee. The Urban Garden is rental cost is \$100 per hour (two hour minimum, eight hour maximum) and \$50 janitorial fee.

Winston-Salem Urban League Members receive a 25% discount on rental costs.

Non-profit partners receive a 50% discount on rental costs. Non-profit partners shall agree to list the Winston-Salem Urban League as a supporter, sponsor or donor in return.

A 50% non-refundable deposit is due at time of reservation, and the remainder is due 48 hours prior to the start of event.

Item	Cost/Unit
60" round tables	\$5
24" round cocktail tables	\$3
6 x12 stage	\$50
Cushioned gray banquet chairs	\$1
60" long tables	\$4
Folding chairs	50¢
Digital projector	\$30
Black stretch style table linens	\$1
Black stretch style chair covers	25¢
Kitchen rental	\$75

Item	Cost/Unit
Uplighting	\$10
Sound system with 2 microphones	\$60

Reservation procedures

The use of all rental rooms and spaces must be scheduled in advance online or through the Rental Coordinator. Inquires can be made by contacting by email at reservations@wsurban.org. Reservations can be booked up to eight months in advance and will be made on a first-come basis based on the availability of the space. Winston-Salem Urban League events and activities always receive first priority.

Each meeting or scheduled event must have a contact person who must be:

- Present at the event from beginning to end
- Responsible for the behavior and demeanor of the guests
- The spokesperson for the group
- Responsible for any damages and/or property loss incurred during the event

Proof of liability insurance may be required.

Following an inquiry and booking, a contract with rental costs will be forwarded for signature. Some restrictions not listed may apply at the discretion of the Rental Coordinator.

Damage to Facilities and Equipment

If Renter or any of Renter's staff, volunteers, participants, invitees, licensees, and/or any individual(s) on or near the Facilities and Equipment as a result of Renter's use of the Facilities and Equipment under this Agreement causes damage to Winston-Salem Urban League's Facilities or Equipment, other than ordinary wear and tear, Renter shall pay any costs associated with repairing the damage and restoring the facilities and equipment to their condition prior to Renter's use thereof. Renter's Deposit shall be applied to any costs under this Section and Renter will be responsible for any additional costs in excess of the Deposit.

Cancellations

Cancellations are allowed without penalty up to two weeks prior to the event date. If an event is cancelled after the two week deadline, the security deposit will be forfeited.

Smoking

Winston-Salem Urban League is a smoke-free building. Any smoker must leave the grounds in order to smoke.

Food and beverage

All clients must use a licensed caterer. Any food or caterer employed or used for your event must be disclosed and approved by the Rental Coordinator prior to your event. You are responsible for contacting the caterer to make arrangements. The caterer is responsible for all personnel, materials, and supplies required for the preparation and service of food and beverages.

Guests may not enter the Urban League offices with drinks or food.

Alcohol

In order to sell alcohol, renter must have a proper permit 48 hours prior to the event. All alcohol must be provided and served by a licensed professional approved by Winston-Salem Urban League.

Winston-Salem Urban League strongly adheres to the laws and regulations of the State of North Carolina pertaining to the service and the consumption of alcohol. No alcoholic beverages may be brought into the facility by party other than the approved caterer. We reserve the right to confiscate alcohol served without appropriate licensing requirements and not refund the security deposit. Only persons of legal drinking age may possess, be served, or be permitted to consume alcoholic beverages. When alcoholic beverages are serviced, non-alcoholic beverages and food must also be made available to guests. Alcoholic beverages are allowed in your rental area only. Non-compliance with this regulation allows Winston-Salem Urban League to shut down your event.

Room Setup

Room setup is available for two hours prior to the scheduled event start time. . If additional time is required, prior arrangements must be made through the Rental Coordinator.

Winston-Salem Urban League staff is available to arrange and set up Winston-Salem Urban League tables, chairs and equipment prior to the event. Generally, building furniture is restricted for inside building use only. All indoor and outdoor setup requests must be made in advance with the Rental Coordinator and must be finalized at least two weeks prior to the event date.

Equipment, Audio and Video Setup

Approval by Winston-Salem Urban League staff is needed before setting up any audio-visual equipment with at least 48 hours notice. All equipment at Winston-Salem Urban League is the responsibility of the renter, who will be held responsible for damages incurred. All rented or outside equipment must be removed and cleaned up promptly upon the conclusion of the event. A digital projector is available at an additional charge. The renter must provide a laptop computer or rent one from a third party. Wireless internet access is available at Winston-Salem Urban League for no extra charge.

Cleanup

Renters will be required to leave the facility clean, orderly, and in the same condition it was in upon your arrival. If the facility is left in unsatisfactory condition, all or a portion of your deposit will be retained. All appliances and utilities are maintained in functioning condition so if damage is evident after the event, it is the liability of the group renting the room. Any custodial or damage charges will be deducted from the deposit before it is returned to you. Any damage that exceeds the security deposit amount will be billed to you.