



Richardson Room Information

Rates		
Monday - Thursday	Half-Day	\$450
Monday - Saturday	Full-Day	\$900

Room Dimentions	
Square Feet	2,300
Length	44'
Width	52'
Ceiling Height	9'9"

Seating Capacities	
Theater	220
Press Conference	144
Classroom	105
Banquet	96
Reception (Dance Floor 25x25)	80
Cluster	70
Hollow Square	54
U Shaped	45

Ammenities	
Item	Qty
Audio-Visual System	
LCD Projector	1
69"x92" Retractable Screen	1
Wireless Presentation Mouse	1
Wireless Hand Held Microphone	2
Wireless Lavalieri Microphone	2
DVD Player	1
CD Player	1
IPOD Docking Station	1
Electrical	
Outlets	8
Linens	
Skirted & Clothed Tables	6
Table Linens*	12
*Classroom setups are an additional \$1 per person after the first 50	

Leasing and Office Hours

Leasing Hours	
Monday - Thursday	8:00 A.M. - 11:00 P.M.
Friday- Saturday	8:00 A.M. - Midnight
Sunday	Closed

Office Hours	
Monday - Saturday	8:00 A.M. - 8:00 P.M.
Sunday	Closed

Contact Information	
Main Line	972-744-4090
Fax Line	972-744-5816
Address	411 West Arapaho Rd Suite 102 Richardson, Tx 75080

Leasing Staff	
Civic Center Manager - Donna Leach	
donna.leach@cor.gov	972-744-4092
Event Coordinator - Cindy Schattle	
cindy.schattle@cor.gov	972-744-4093