



Richardson Civic Center  
Leasing Office, Suite 102  
411 West Arapaho Road  
Richardson, Texas 75080

Phone: 972-744-4093  
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[www.cor.net/CivicCenter](http://www.cor.net/CivicCenter)

Whether you need a small meeting room for 30, a large ballroom for 400 or the entire building for your trade show, the Richardson Civic Center is here to meet your needs. Conveniently located off a major highway at the corner of US 75 and Arapaho Road, our beautifully landscaped building offers a combination of professionalism and tranquility for a truly perfect event location! With rooms varying in size from 550 to 8,400 square feet, we can accommodate large or small corporate presentations and meetings, career fairs, trade shows, wedding receptions, educational seminars, birthday and holiday parties, or almost any function you are planning. To determine if the Civic Center is the right location for your special event, contact one of our Event Coordinators. They will schedule a meeting with you to view the room(s) you are interested in leasing and help answer any questions you have about the facility including: rates, catering policies, room set-up or other special needs.



### Catering & Alcohol

You and/or a caterer, in accordance with the alcohol and/or catering policies, may bring in food and beverage. You will be totally responsible for food and beverage service and shall hold lessor harmless for all liability, illness, or any damages arising from the bringing of such items into the Civic Center or through your caterer. You shall be responsible for cleanup. Setup and breakdown of tables are provided by the Civic Center.

- Cooking of food material is prohibited. The kitchen(s) and facilities shall be used only for food presentation.
- Selling food on the property or any type of concession is not allowed without prior approval from the Civic Center manager.

#### Richardson Civic Center Catering Options

1. You may have an event coordinator handle food and beverage.
2. You may choose a caterer from the list of approved caterers.
3. For a flat fee of \$300, you may choose a caterer not on the approved list.  
*In order to use a caterer not on the approved list, you must sign an addendum contract and your caterer of choice must produce a health certificate and add the City of Richardson as additionally insured on their policy.*
4. For a \$25, \$50 or \$100 fee, depending on the room, you may bring in the following, all of which must be purchased prepackaged from a business: Pizza, Donuts or Bagels, Dessert, Coffee, Soda or Bottled Water

#### Richardson Civic Center Alcohol Policies

1. Alcohol may be served at an event as long as it is not an event honoring a minor.
2. Cash bars are not allowed, nor may money or tickets be exchanged for alcohol. B.Y.O.B is not allowed.
3. Any and all use of alcoholic beverages must be in strict conformance with the Alcoholic Beverage Code of the State of Texas.
4. Additional security in the form of off-duty Richardson Police Officer(s) will be required anytime alcohol is served. The Civic Center Manager will determine the number of officers. Security will be present from the time the first guest is scheduled to arrive until the lease expires.

### Security

Security will be required for any of the following:

1. Events serving alcohol.
2. Events considered "high risk" or have "value" content.
3. Social event and/or large attendance event.
4. Functions on a Friday or Saturday with or without alcohol that continue after 5 p.m.

A Civic Center Event Coordinator will reserve off-duty police officers based on an hourly rate with a four-hour minimum. The officer must be contracted to work from the beginning of the event (time guests will arrive) until the contracted end of the event including during the time people are cleaning up.

### Fees

All monies paid to the Civic Center must be in the form of cash, check, money order, AMEX or MC/VISA/Discover. Half of the lease fee is to be paid at the time the reservation is made and the contract is signed. Deposits are refundable after the event if the room has been left in good order and all conditions of the contract have been met. The lease fee and all other monies owed shall be paid no less than 60 days prior to the event. The event is subject to cancellation should the payment not be made. Payments are not refundable upon cancellation.



**RICHARDSON**  
**CIVIC CENTER**

*Making Your Event Special*

### Bookings & Contracts

Standard events shall be contracted on a first-come, first-served basis up to one year in advance. Trade show events may be contracted two years at a time.

Bookings are only available in half-day or full-day periods.

- Half-day periods are 8 a.m.-4 p.m. or 6 p.m.-close.
- Full-day periods are from 8 a.m.-close.

Closing hours are 11 p.m. Monday-Thursday and midnight on Friday and Saturday. Additional time may be purchased at \$50 per half-hour; time is available as early as 6 a.m. and as late as 5 p.m.

No event time may run past closing time.

#### Civic Center Event Hours

Monday-Thursday: 8 a.m.-11 p.m.  
Friday & Saturday: 8 a.m.-midnight

#### Civic Center Office Hours

Monday-Saturday: 8 a.m.-8 p.m.

**Civic Center Leasing Office, Suite 102**  
Due to leasing schedules, an appointment is needed to guarantee viewing any room. To make an appointment or to schedule an event, please call the event coordinator.

**972-744-4093**



### Grand Hall

RATES	Monday - Thursday	Full day	\$900
	Friday - Saturday	Full day	\$1,800

SEATING CAPACITIES	
Theater	750
Classroom	450
Banquet	420
Banquet (Stage 16' x 32')	360
Reception (Dance Area 25' x 25')	330

AMENITIES	Item	Qty.
AMENITIES	<b>Audio-Visual System</b>	
	LCD Projector	2
	69" x 92" Retractable Screen	2
	Wireless Presentation Mouse	1
	Wireless Hand Held Microphone	2
	Wireless Lavalier Microphone	2
	Blu-ray Player	1

Portable Stage, 4'x8' Sections 16

Electrical, Outlets 10

#### Number of Linens Included in Price

Skirted & Clothed Tables 10  
White Table Linens\* 42

\*Classroom setups are an additional \$1 per person after the first 100



### Richardson Room

RATES	Monday - Thursday	Half day	\$450
	Monday - Saturday	Full day	\$900

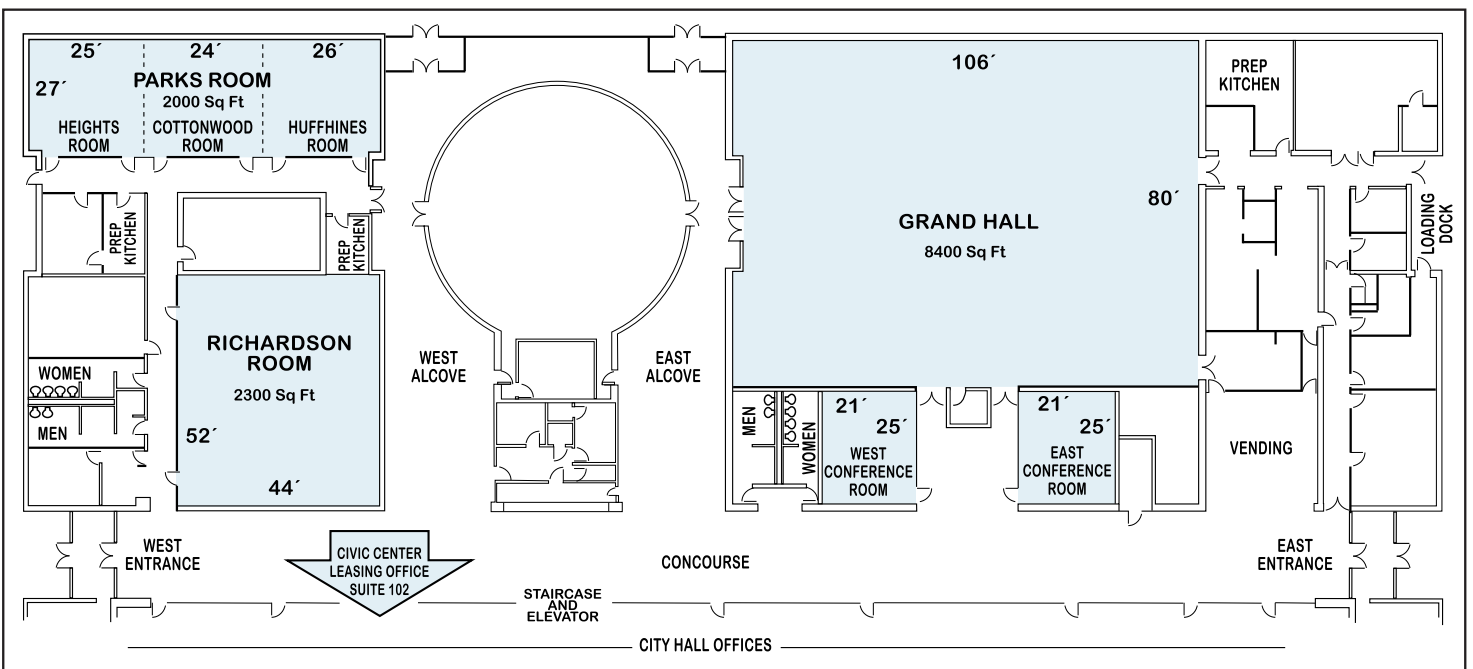
SEATING CAPACITIES	
Theater	220
Classroom	105
Banquet	96
Reception (Dance Floor 16' x 16')	80
Hollow Square	54
U Shaped	45

AMENITIES	Item	Qty.
AMENITIES	<b>Audio-Visual System</b>	
	Laser Projector	1
	72" x 120" Retractable Screen	1
	75" Televisions	2
	Wireless Presentation Mouse	1
	Wireless Hand Held Microphone	2
	Wireless Lavalier Microphone	2
	CD Player	1
	Dance Floor, 4'x4' Sections	16
	Electrical, Outlets	8

#### Number of Linens Included in Price

Skirted & Clothed Tables 6  
White Table Linens\* 12

\*Classroom setups are an additional \$1 per person after the first 50



### Parks Room

RATES	Monday - Saturday	Half day	\$300
	Monday - Saturday	Full day	\$600

SEATING CAPACITIES	
Theater	120
Banquet	80
Classroom	75
Reception (Dance Floor 16 x 16)	64
Hollow Square	48
U-Shaped	43

AMENITIES	Item	Qty.
AMENITIES	<b>Audio-Visual System</b>	
	LCD Projector	1
	69" x 92" Retractable Screen	1
	Wireless Presentation Mouse	1
	DVD/VCR	1
	Marker Board	1
	Microphone System	1

Dance Floor, 4x4 Sections 16

Electrical, Outlets 8

#### Number of Linens Included in Price

Skirted & Clothed Tables 4  
White Table Linens\* 14

\*Classroom setups are an additional \$1 per person after the first 40



### Heights or Huffhines

RATES	Monday - Saturday	Half day	\$150
	Monday - Saturday	Full day	\$300

SEATING CAPACITIES	
Theater	60
Classroom	36
Board Room	26
Hollow Square	26
U-Shaped	20

AMENITIES	Item	Qty.
AMENITIES	<b>Audio-Visual System</b>	
	LCD Projector	1
	69" x 92" Retractable Screen	1
	Wireless Presentation Mouse	1
	DVD/VCR	1
	Marker Board	1

Electrical, Outlets 3

#### Number of Linens Included in Price

Skirted & Clothed Tables 2  
White Table Linens 8



### Conference Rooms

RATES	Monday - Thursday	Half day	\$150
	Monday - Thursday	Full day	\$300

SEATING CAPACITIES	
Theater	40
Hollow Square	22
Classroom	21
Board Room	20
U-Shaped	18

AMENITIES	Item	Qty.
AMENITIES	<b>Audio-Visual System</b>	
	LCD Projector	1
	69" x 92" Retractable Screen	1
	Wireless Presentation Mouse	1
	DVD/VCR	1
Marker Board	1	

Electrical, Outlets 4

#### Number of Linens Included in Price

Skirted & Clothed Tables 2  
White Table Linens 6