



Facility Rental Rates

On top of the 4 or 8 Hour Packages, you will receive a complimentary hour for setup and an hour for breakdown.

Monday - Thursday

\$1,000 for 4 Hours - \$2,000 for 8 Hours

Friday & Sunday

\$2,500 for 4 Hours - \$4,000 for 8 Hours

Saturday

\$3,500 for 4 Hours - \$5,000 for 8 Hours

Included

- 10 five-foot round banquet tables
- 2 five-foot rectangle vendor tables
- Head table that is adjustable to bar, counter, or dinner height (seats 10)
- 125 folding banquet chairs
- 10 small plastic cocktail tables with linens
- 24 counter-height bar stools
- 18 bar-height bar stools
- Complimentary high speed wireless internet

Upgrades

- Professional lighting system (\$25/hr fee)
- Use of fully functioning kitchen (\$500 fee)
- Baby grand piano (\$50 fee) (Optional professional tuning before event - See manager.)
- Bartender (\$150 fee)
- Coordinate 3rd party rental of linens, dishware, utensils or glassware (rental cost plus 20% fee)
- Tango and/or Wedding Dance lessons (inquire for pricing & packages)

Guidelines

Catering: At The Long Room we allow all of our groups to bring in their own catering. We do require that if you choose to bring in catering you provide us with a Certificate of Insurance at least 3 days prior to the event. This does not include any pre packaged goods like candy, chips, canned or bottled non alcoholic beverages, etc. All food and non alcoholic beverages must be disposed of or the group will be subject to a \$500 clean up fee. There is a kitchen on property that can be used for a \$500 kitchen fee. This includes a stove top with 4 burners, two ovens, microwave, kitchen sink, dishwasher, and a large refrigerator.

Alcohol: The Long Room allows the group to provide their own liquor at no extra cost. The group is required to provide the long room with a temporary liquor license. This must be provided to the General Manager at least 3 days prior to your event. The liquor license and more information can be found at <https://abc.nc.gov/>. The Long Room will provide a bartender for a \$150 bartender fee.

Equipment: All items like glasses, dishes, utensils, chaffers, pans, etc will need to be provided by the client. The Long Room is not responsible for any lost or damaged items brought in.
Audio Visual Equipment: We provide an array of audio visual equipment that is available for rent. This includes but is not limited to projector and screen, professional speaker system, etc. Please get with The Long Room General Manager for rental rates and more information. If you choose to bring in your own AV equipment there is no fee associated.

Staff: We will have The Long Room General Manager and Setup Staff present during your event. These associates will be in charge of all that The Long Room provides, including setup of The Long Room tables and chairs, facilitating vendor load in and load out, and client needs. The Long Room staff will not be responsible for the setup or breakdown of decor, food, beverages, etc. We would be happy to refer to you our list of preferred vendors to assist with this.
Details: At the long room we require that you provide all details that pertain to your food, alcoholic beverages, setup, and audio visual needs at least 10 days prior to your event to our General Manager. Once you are 3 days out we ask you to provide your final attendance guarantee, certificate of insurance for outside vendors, temporary liquor license, and final deposit.

Event Decor: All decorations must be in compliance with state codes and meet approval of the

city fire marshal. At all times exit signs must be visible in event space. All displays and/or decorations will be subject to Venue's prior written approval. Stationary wall, floor, window, or ceiling with nails, push pins, staples, tape, or any other means in order to prevent damage to the venue. The venue does not allow any sort of rigging. Other décor items that are not allowed are confetti/glitter, smoke machines, fog machines, cold sparklers, dance floor wraps, lavalier candles, sparklers, or anything that may damage the event space or harm guests.