



Room Rental Policies

Located in Village Green in the heart of Fairfield, the Community Arts Center offers an attractive venue for a variety of events. The spacious and beautifully appointed center is available for rental and provides an ideal setting for dinners, luncheons, weddings, receptions, parties and business meetings.

Book the Room

A room may be booked with any of the clerks at Front Reception or with the Community Arts Center Manager. A 50% deposit is required at the time the booking is confirmed and a Facility Permit is issued. The balance of the rental fee is due no later than 30 days before the event. For reservations made with less than 30 days before the event, the entire rental fee is due at the time of reservation. If the Client has not paid the entire rental fee 30 days before the event, the FCAC may consider the event cancelled and keep all deposits towards the total fee owed.

Request a Hold

A tentative hold may be made with any of the clerks at Front Reception or with the Community Arts Center Manager. A Reservation Request holds the date for up to two (2) weeks but does not confirm the event date indefinitely. All requests will be released after 14 days unless a Facility Permit is created and the deposit is paid. Client is responsible for knowing the expiration date of their Request.

Rental Fees

Weekend rentals are for a period of no longer than six hours from set-up to break down unless otherwise specified in the Facility Permit. Weekday rentals are based on number of hours. The client is responsible for all food, decoration, and entertainment and for rental and set-up of any furniture or equipment not owned by the FCAC. Additional hours may be purchased to extend the event or for elaborate set-ups.

The Facility Rental Fee includes the following:

- One Facility Attendant on site during event.
- Use of area specified on the Facility Permit.
- Guest amenities include convenient restrooms, elevators, free wireless internet, and coat room.
- Free parking up to 200 vehicles (parking may be limited if other events are scheduled).
- Set-up and use of FCAC-owned banquet (60-inch rounds) and buffet (7-foot) tables and chairs.
- White square table linens (85x85) and table skirts. Napkins are not provided.
- Set-up and use of FCAC-owned audio-visual equipment including ceiling-drop LCD projector & screen, CD & DVD Player, I-Pod port, one hand-held wireless microphone, and podium.
- Freestanding, event-related, directional signs and a welcome notice on the outdoor marquee.

Additional fees may include:

- \$100 per hour for requested extension.
- Clean-up and/or repair of facility beyond normal janitorial service. Fees assessed accordingly.
- \$150 per hour for events running longer than the scheduled time without notice.

The FCAC may exercise the right to require a signed credit card imprint before the event as a security deposit against anticipated damages or overtime charges.

Cancellation

If the Client cancels the reservation more than 31 days before the event, the FCAC will refund any monies paid to date, less a \$50 processing fee. If the Client cancels the reservation less than 30 days prior to the event, the FCAC will refund half of the full rental fee. Any reservation cancelled less than 14 days before the event will not receive a refund. Events cancelled by the FCAC will receive a full refund.

Termination

The FCAC reserves the right to terminate immediately at any time, any event which it deems dangerous, harmful, inappropriate, or in violation of any applicable laws or ordinances, or which has violated any of the FCAC policies and procedures. The FCAC will retain all monies paid and will not be liable to the Client's suppliers or vendors for any of the charges generated by, or any deposits made to, providers of services for the event.

Set-up

The Client is required to notify the FCAC Manager concerning set-up requirements, furniture, and equipment needs no later than 7 days prior to the event. A final guest count is needed at that time.

Any equipment the Client requires that is not listed may be secured through an outside rental company at the Client's expense. If an outside company is used, FCAC technical staff must supervise the set-up and tear-down of rented equipment. Additional fees for technical assistance may be assessed.

Decorations

In order to protect the facility, the FCAC must approve all decorations before the event.

- All decorations and signs must be freestanding; taping, tacking or otherwise attaching signs or decorations to walls is NOT permitted.
- Large hanging signs are NOT permitted on the exterior walls of the FCAC.
- Ground signs are NOT permitted anywhere on the FCAC lawn or curb.
- Decorations are NOT permitted on the outside balcony railing or inside grand staircase railing.
- Open flames are NOT permitted. Candles are permitted if they are enclosed within a holder made of non-flammable material such as a glass globe or hurricane sleeve. The container must be higher than the tip of the flame.
- Smoke effects, fog machines, explosives, or pyrotechnics are NOT permitted.
- Metallic table scatters, especially stars, which may snag in the carpet and cause damage to commercial cleaning equipment, are NOT permitted.
- Glitter and sand are NOT permitted.

The Client is required to remove all decorations immediately following the event. Failure to do so will result in additional clean-up fees.

Catering

Only fully licensed Caterers may supply food and non-alcoholic beverages at FCAC events. For your convenience, please see our list of Preferred Caterers for the names of trusted companies that are familiar with our facilities. If you wish to use a caterer that is not listed, we will work with them to collect the necessary documents so that they can be approved. Due to health reasons, self-catering is not permitted.

Please note that the contract agreement between the Preferred Caterers and the FCAC includes a 10% commission on gross food and beverage sales. Caterers may or may not choose to pass this charge to the rental client. If you have any concerns, please discuss this with your chosen caterer.

Bar and Beverage Service

The FCAC will administer the liquor license for all events and serve as sole provider for any Alcohol Beverage Service. Deposit for the Beverage Service is due 30 days before the event. The balance is due the Monday before the event. Events which are non-alc in nature may coordinate needs with their caterer.

Staffing and labor

The rental fee includes all FCAC labor required for the set-up of FCAC furniture and equipment, normal janitorial service, and coordination of deliveries with outside vendors. In addition, one FCAC staff person will be on site for the duration of your event. Any additional labor can be determined at cost.

Clean-up and Removal

The Client or the Client's caterer is responsible for event clean up and for removing all non-FCAC-owned property from the premises by the end of the scheduled rental time. With prior approval, Client may leave property in the FCAC storage area, to be picked up by 10 a.m. the following business day. Failure to adequately clean the event area or remove property as scheduled will result in additional fees being assessed. The FCAC is not responsible for decorations or personal items left behind.

Damages

The Client is responsible for all damages, expenses, and losses, including theft and property loss, caused by any person who attends, participates in, or provides goods and services connected with the use of the facility and all tangible property. Any such costs will be assessed and charged to the Client.

The Client may also be responsible for additional clean-up fees, which will be assessed on an as-needed basis and will be addressed in written form included with the damage invoice.

Outside Vendor Deliveries

All deliveries and pick-ups related to the event must load through the FCAC loading and receiving area, unless special arrangements are made in advance with the Manager or his or her representative.

The Client is required to provide a delivery and pick-up schedule to the FCAC Manager one week prior to the event. All items must be delivered the day of the event and must be picked up no later than 10 a.m. the following business day. Friday deliveries are acceptable with prior arrangements with FCAC Manager.

Parking

The FCAC parking area holds up to 200 vehicles. Please note that there may be other events scheduled at the same time as your event. Parking may be limited.

Smoking

In compliance with the Smoke Free Workplace Act, smoking is not permitted anywhere inside the FCAC or on attached premises, including the Community Room Balcony.