

Frequently Asked Questions

Do I need security for my event?

If your event is for minors and/or if you serve any alcohol during your planned event, you must have security guards from the moment your guests arrive. Security shall remain on the premises until the last guest has left the event. The CAC requires that the security personnel be uniformed officers from the Bell County Sheriff's Office. The lessee is responsible for the acts and omissions of their attendees and security is here to assist in making your event a safe event for all concerned. Alcohol may not be served until the security officers are on duty and cannot be served after 11PM.

Security for this event is required at the renter's expense. The number of officers will vary based on the nature of the event with a minimum of two (2) and will be determined by the Bell County Sheriff's Office. The Bell County Sheriff's office currently requires three (3) officers for all Quinceañeras.

Contact Theodore Cruz at tj.cruz@bellcounty.texas.gov 254-933-5412 or Jaimie Rieves at Jaimie.rieves@bellcounty.texas.gov 254-933-5538 for pricing and details.

May I decorate the room?

You may decorate the tables, but nothing should be hung on the walls. Specifically, you may not use any adhesive tape other than gaff tape or your deposit may not be returned. If using a rental company for your decorations scheme, please make sure that they are aware of the agreement that you will sign before planning your execution of your decorations and theme. The agreement outlines specific requirements to address safety concerns and the maintenance of the facility. Additional lighting packages are available subject to additional fees.

When may I have access to decorate for my event?

Rental times need to include set up and clean up. Rooms will be set up by the CAC staff, which will follow a diagram and written instructions provided by the renter. Chairs will be stacked by the tables to facilitate decorating. It is advisable to come in and tour the venue and speak with our Facilities Coordinator for information on creating your room diagram. This will assist you with expectations on what can and cannot be done in the space you are renting. *Floor plans are due no later than TWO weeks before the event.* A CAC Facilities staff member will review the submitted floorplan and may either accept it as is or may suggest alternate set ups that will be better suited to the space and/or your event.

Once a floorplan is approved (signed and dated by Renter and CAC Facilities Staff member) any additional changes to the floorplan will incur a \$25 per hour additional charge due for payment prior to the event. Last minute changes the day of the event may be made by CAC Facility staff upon their availability. Such changes will incur a \$50 per hour additional charge which will be withheld from the deposit.

Do I have access to the entire building?

You and your guests are only allowed in the room you have rented and the common areas of the Main Lobby and the Baylor Scott & White Foyer. Frequently, the CAC has multiple events occurring at the same time and we ask that lessees respect the use of the facility for all guests and courteously use the public areas only as needed during an event.

Do I need insurance?

You need to obtain a minimum of \$300,000 coverage rider either through your Homeowners Insurance or through a Personal Liability policy for the date of your event. You can search the web for “event insurance” to find providers as well.

Is there a kitchen available?

Both Strasburger Hall and Wendland Hall have a full kitchen. The Education Room has a kitchenette. Please note that the kitchen does not include utensils, trays or pans for lessees. You or your caterer will need to be fully prepared to accommodate your preparation and service of your food and beverages.

Technical Assistance will need to be arranged no later than one month prior to the event. Contact Byron Lovelace technical@cacarts.org Jesse Wyman jwyman@cacarts.org

What is my responsibility when leaving the CAC at the end of my event?

You will need to vacate the leased space including clean-up and removal of any decorations by the end of the timeframe of your rental. All trash should be removed or disposed of in appropriate bins. If kitchens were used, all surfaces should be wiped clean including the stovetop and any spills on the floor. Please also check to make sure your guests have not left a mess in the restrooms.

Are tables and chairs included?

We have 60 inch round tables which are 29.5 inches high, rectangle tables which measure 72 inches by 30 inches and are also 29.5 inches high available. Typically, the round tables seat 8-10 and the rectangle seat 6. Tables and Chairs are included with your rental.