

Harvey B. Gantt Center  
for African-American Arts+Culture

## FACILITY RENTALS

Thank you for your interest in hosting your event at the Gantt!

The Harvey B. Gantt Center is a 46,500-sqft award-winning architectural design facility with three levels of event space, located at Levine Center for the Arts in the “South” quadrant of Uptown Charlotte.

From our Grand Lobby and Learning Center, to our Performance Suite, and Rooftop Pavilion, the Gantt Center offers a variety of options for you to host your next business meeting, reception, performance, or social occasion.

The Gantt Center also provides a modern elegance ambiance to capture those memorable wedding day photographs.

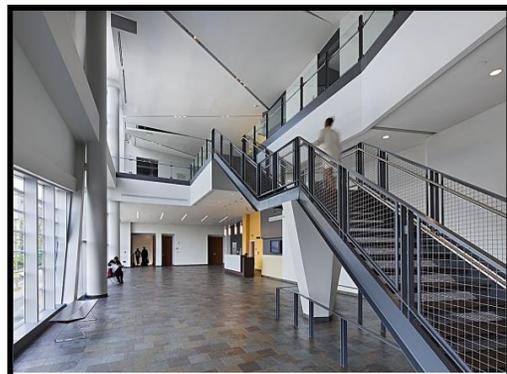
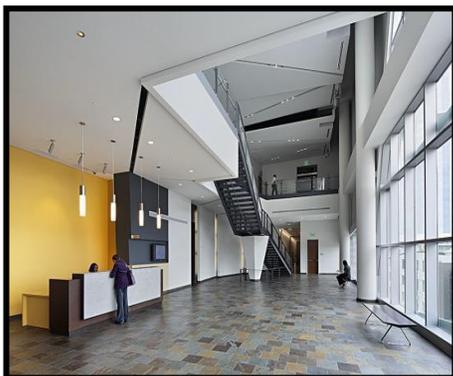
All rental prices are based on a 5-hr. maximum and include in-house amenities, such as tables, chairs, podium, microphone, and trashcans. Events over 5 hours are assessed a 20% increase of the facility rental cost per hour. All events must be concluded by 12:00am.

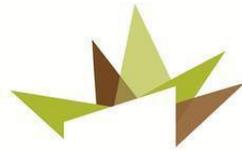


### HARPER-RODDEY GRAND LOBBY \$1,475

The Harper-Roddey Grand Lobby features floor to ceiling windows with unique earth tone tile adding a richness of culture to the room.

This 2,543 square foot event space can accommodate 150 seated for dinner, 250 for a standing reception and is available after 6pm.





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### **MEZZANINE \$975**



The Mezzanine overlooks the Harper-Roddey Grand Lobby offering an intimate reception area located between our East and West Galleries, giving you and your guest the advantage of being surrounded by our two feature exhibitions. This 768 square foot event space can accommodate 100 for a standing reception, and is available after 5pm.

*\*The Harper-Roddey Grand Lobby and Mezzanine together create a loft-like ambiance, where guests are able to experience the culture of the museum. Access to exhibitions is available upon request for an additional fee.*

### **PERFORMANCE SUITE \$1,275**



The Performance Suite is a multifaceted space great for artist performances, film screenings, public lectures, symposiums, and corporate lunch meetings. It is also equipped with audio and visual needs for presentations. This 1,397 square foot event space can accommodate 80 seated for lunch or dinner, 130-theatre style, and 150 for a standing reception.

### **LEARNING CENTER \$500**



The Learning Center, a state-of-the-art classroom, is perfect for hosting creative workshops, seminars, training programs, and lectures. This 911 square foot event space can accommodate 32-48 desk seated.



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### **ROOFTOP PAVILION \$1,975**



The Rooftop features floor-to-ceiling windows with exotic Brazilian-tiger wood floors, displaying a breath-taking sunset on a clear day. It is the perfect event space to host luncheons, dinners, receptions, social occasions, and can be transformed into a casual lounge, great for intimate jazz performances. This event space can accommodate 70 seated for lunch or dinner, and 150 for a standing reception.

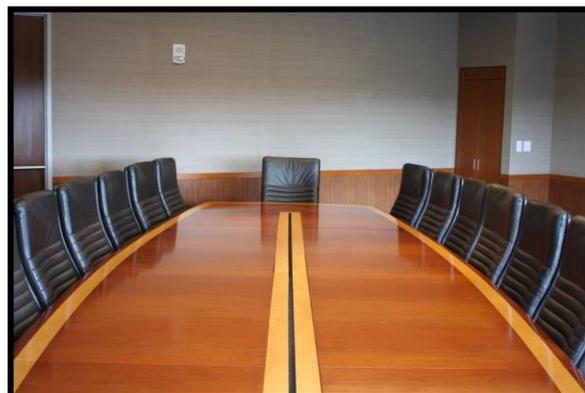
The terrace is an added bonus feature in the Rooftop Pavilion! This outdoor terrace provides a scenic view of the Carolina Panthers Bank of America Stadium and the entire Levine Center for the Arts. It can accommodate an additional 150 guests for a standing reception.

**\*During the winter season  
(Dec. 1<sup>st</sup> – Feb. 1<sup>st</sup>) there is a discounted rate for the Rooftop Pavilion for \$1,475.**

### **BOARDROOM**



The boardroom is our executive suite that can seat up to 20 at its elegant wooden conference table. It is equipped with two monitors for your audio and visual needs, and a wet bar for coffee/tea, or continental breakfast.





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## **FAQs for Events at the Gantt!**

### **What do I need to do to secure my event and date at the Gantt**

**Center?** A 50% deposit of the facility rental cost is required to secure the venue. The Gantt Center accepts payment by check or credit card.

### **Are there any additional costs?**

Yes. It is the Gantt Center's policy to have a minimum of (2) security officers, (2) janitorial staff, and (1) event attendant during events. The number of staff may increase depending on the number of expected guests and event area. **All services are booked 1 hour before event start time, the duration of the event and two hours after event ends.**

- Security - \$30/hour/person
- Janitorial staff - \$30/hour/person
- Event attendant - \$25/hour/person

Optional services which may be provided through the Gantt Center upon request:

- Access to museum galleries - \$5 per person
- Alcoholic beverage services
- Audio / visual equipment
- Parking vouchers for guests - \$5 per person
- White leather lounge set (2 couches, 1 love seat, 2 ottomans) - \$375.00
- White resin folding chairs (\$3 per chair)
- Additional Event Set-up - \$350.00

*Facility rental rates during holidays are an additional 25% of the facility rental cost.  
Security and Janitorial rates are time and a half per hour.*

### **Are there any discounts for non-profit organizations?**

Yes. We offer a 25% facility rental discount to non-profit organizations with provided 501(c)3 documentation.

### **Is there anything included with the facility rental?**

Yes. (In-house amenities below)

- 3 ft round tables (10) – seats 4-6/table
- 5 ft round tables (15)—seats 8/table with usage of in-house gray chairs—seats 8-10/table with the rental of the white resin folding chairs
- 6 ft rectangular tables (10)
- 8 ft rectangular tables (10)
- Stand up / cocktail tables (15)
- Grey chairs (200)
- Wooden podium and microphone



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**How long will I have use of the facility?**

All facility rental rates are based on a (5) hr. maximum. Grand Lobby & Mezzanine bookings must begin after 6pm when the museum is closed.

**What time are vendors allowed to set up the day of my event?**

Vendors are allowed to set up (3) hours before your contracted start time.

**What is the back-up plan for inclement weather for the outside terrace?**

There is the option to move your event to the Performance Suite. There is also the option for you to rent a tent from an outside vendor.

**How much time after my event do I have to remove décor, and vendor breakdown?**

Two hours

**Is there a delivery / loading area?**

Yes, the Gantt Center has a loading dock for delivery and pickup. Scheduled loading dock times must be scheduled by the Gantt Center's Events department.

**Can I provide my own food and beverage?**

No, the Gantt Center has an Approved/Preferred Caterer's list. No outside catering is allowed.

The Gantt Center carries all ABC permits and is the exclusive supplier of alcoholic beverages for all events. Any alcoholic beverages served at the Gantt Center must be purchased through the Gantt Center. Any outside alcohol must be seized and the client or guest responsible may be asked to vacate the facility.

**Do you provide table linens or décor?**

No, the Gantt Center does not provide table linens or décor.

**Can my DJ or band hook up to your sound system?**

No, all entertainment must provide their own sound and microphone(s).

**Where can my guests park?**

Parking during events is \$5 with Gantt Center validation at the Duke Energy parking garage located at 101 W. Stonewall St., or The Green, located at 435 S. Tryon St. Parking vouchers are available to purchase for your guests upon request.

**If I am a member of the Gantt Center, will I receive a discount off the facility rental?**

No, however, the Gantt Center will offer complimentary use of the White Leather Lounge Set.

**When are the facility rental balances, additional required costs, and any rental fees due?**

All final payments are due 30 days prior to your event date.

**It would be a pleasure to host your event here at  
the Harvey B. Gantt Center for African-American  
Arts+Culture!**

**For more information, please contact our Events Coordinator,  
Alliyah Lewis @ (704) 547-3399 or [alliyah@ganttcenter.org](mailto:alliyah@ganttcenter.org)**

**To learn more about the Gantt Center and current exhibitions,  
please visit [www.ganttcenter.org](http://www.ganttcenter.org)**



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## ALCOHOLIC BEVERAGE INFORMATION

These prices are based on in-stock brands and are subject to change without notification.

### --OPEN BAR--

<u>Full Bar</u>	<u>House Brands</u>	<u>Premium Brands</u>
1 Hour	\$15.00/person	\$ 19.00/person
2 Hours	\$18.00/person	\$ 22.00/person
3 Hours	\$21.00/person	\$ 25.00/person
4 Hours	\$24.00/person	\$ 28.00/person

<u>Beer &amp; Wine</u>	<u>House Brands</u>	<u>Premium Brands</u>
1 Hour	\$ 11.00/person	\$ 15.00/person
2 Hours	\$ 13.00/person	\$ 17.00/person
3 Hours	\$ 15.00/person	\$ 19.00/person
4 Hours	\$ 17.00/person	\$ 21.00/person

**Full Open Bar** pricing includes bar set-up, sodas, mixers, water and disposable drink-ware.

**Beer & Wine Open Bar** pricing includes bar set-up, beer and wine ONLY and disposable drink-ware only. Your caterer can provide items not included in a quote.

We require one bartender for every 50 people. (Bar cashier: \$20/hour per bar & Bartender: \$25/hour with a 4-hour minimum booking for both). **Please note:** there will be a 10% gratuity added to any openbar option.

### --CASH BAR--

#### Beverage Selection

Liquor	\$ 15.00/drink
Wine	\$ 10.00/drink
Beer	\$ 8.00/drink
Bottled Water	\$ 4.00/drink
Soft Drinks	\$ 4.00/drink

**Cash bar** pricing includes liquor, wine, beer, sodas, water, mixers, and disposable drink-ware. Drink prices do not include bar cashier or bartending charges. We require one bartender for every 50 people. (Bar cashier: \$20/hour per bar & Bartender: \$25/hour with a 4-hour minimum booking for both) Your caterer can provide items not included in a quote.

### --DRINK SPECIALS--

Specialty Drink (up to two options)	\$10.00/person for groups of 25 or more
Champagne Toast (house)	\$4.00/person for groups of 25 or more

### --CONSUMPTION: WINE ONLY--

(A corkage fee of \$25.00 per bottle is charge for all wine brought into facility for consumption)

**\*\*ALL SPECIAL ORDERS & OPEN BAR RATES MUST BE PAID IN FULL, REGARDLESS OF CONSUMPTION\*\***



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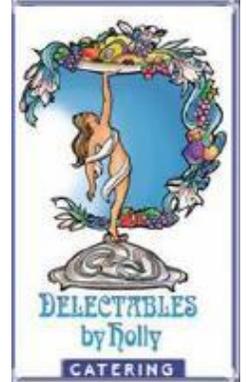
## -Preferred Caterers-

**Delectables by Holly**  
www.delectablesbyholly.com  
(704) 342-4800

**Best Impressions**  
www.bestimpressionscaterers.com  
(704)333-9779

**Eloquent Creations Catering Services**  
www.eloquentcreationscatering.com  
(704) 200-6883

**BEST  
IMPRESSIONS  
CATERERS**



## -Approved Caterers-

**2 Guys n A Kitchen**  
twoguysnakitchen.com  
(704) 257-6229

**Boast Catering**  
boastcatering.com  
(704) 605-0903

**Creative Catering**  
www.creativecateringinc.net  
(704) 373-2900

**\*Dessert Specialist\***  
www.dessertspecialists.com  
(704) 287-7430

**La-Tea-Da's**  
www.lateadas.com  
(704) 338-6864

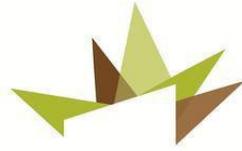
**Merts**  
mertscharlotte.com  
(704) 342-4222

**Occasions Catering & Event Planning**  
www.occasionscater.com  
(704) 333-1060

**Passion Food Catering**  
www.passionfoodcatering.com  
(704) 620- 2303

**Your Custom Catering & Events**  
www.yourcustomcatering.com  
Phone: 704-877-4135





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## **NOTES:**