MATTHEWS COMMUNITY CENTER—RENTAL INFORMATION

THE FULLWOOD THEATER—CAPACITY 362

THE STAGE:

- 34' Wide at the proscenium
- 35' deep from apron edge to upstage cyclorama
  - (4' crossover behind).
- 11' high at the proscenium
- 25' high flys - with catwalk above
- 16' wing space (minimum)
- Motorized, side pull, curtain (red)
- Midstage traveler (black, manual pull)
- Upstage traveler (black, manual pull)
- 6 adjustable legs
- Motorized upstage flybar

PERFORMER ACCOMMODATIONS:

- 2 dressing rooms, one flight above stage
- 5 position male dressing space
- 10 position female dressing space
- Restrooms for each dressing space
- Monitoring available

PRICING:

MATTHEWS RESIDENT (ZIP 28105)

- **Personal/Non-Profit**- $500.00/8 consecutive hours
  - Additional Hours- $65.00 per hour
  - Day-Before Rehearsal- $65.00 per hour (2-hr minimum)
- **Business**- $800.00/8 consecutive hours
  - Additional Hours- $90.00 per hour
  - Day-Before Rehearsal- $90.00 per hour (2-hr minimum)

NON-MATTHEWS RESIDENT

- **Personal/Non-Profit**- $550.00/8 consecutive hours
  - Additional Hours- $75.00 per hour
  - Day-Before Rehearsal- $75.00 per hour (2-hr minimum)
- **Business**- $900.00/8 consecutive hours
  - Additional Hours- $110.00 per hour
  - Day-Before Rehearsal- $110.00 per hour (2-hr minimum)

OTHER FEES

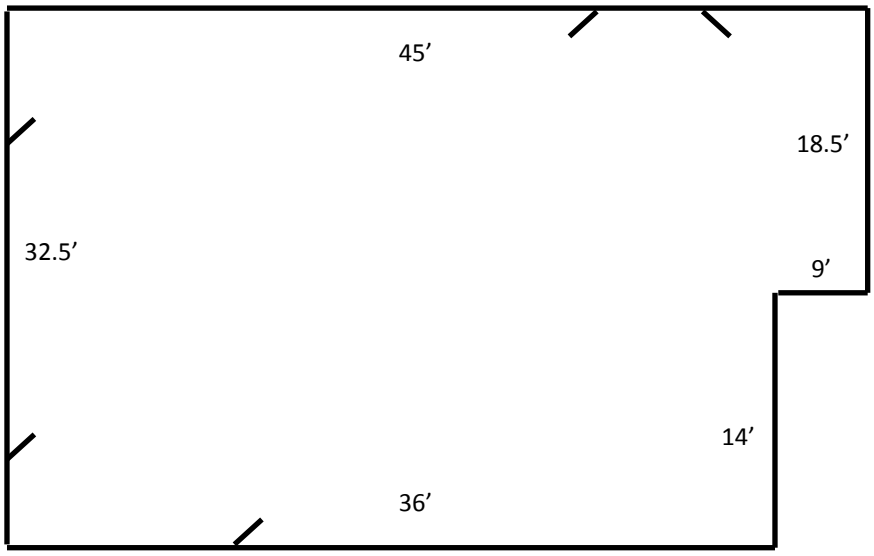
Technician Fee- $35.00 per hour

Refundable Security Deposit- $200.00

Contact Ashley Murdock at (704) 708-1264 or via email at amurdock@matthewsnc.gov for availability or if you have any additional questions.

MATTHEWS COMMUNITY CENTER—RENTAL INFORMATION

COMMUNITY ROOM—CAPACITY 114



COMMUNITY ROOM AMENITIES:

Fifteen 8-foot rectangle tables
Nineteen 5-foot round tables
120 black folding banquet chairs
Caterers kitchen
(Ice machine, oven, refrigerator, microwave, sink)
Access to private restrooms

PRICING:

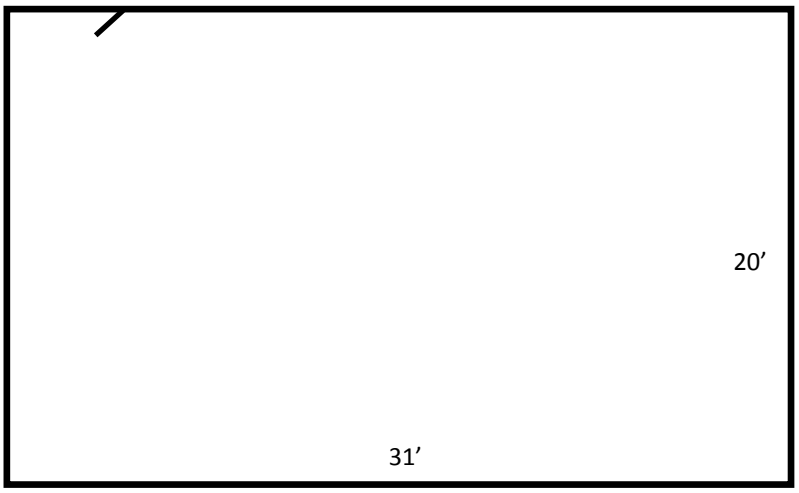
MATTHEWS RESIDENT (ZIP 28105)
Personal/Non-Profit- $60.00 per hour
Business- $90.00 per hour

NON-MATTHEWS RESIDENT
Personal/Non-Profit- $70.00 per hour
Business- $100.00 per hour

OTHER FEES:
Refundable Security Deposit- $100.00 no food/$200.00 with food

MATTHEWS COMMUNITY CENTER—RENTAL INFORMATION

CONFERENCE ROOM—CAPACITY 30



CONFERENCE ROOM AMENITIES:

Eight 8’x17” rectangle tables
Approx. 30 folding chairs
Whiteboard
Large-screen TV with laptop hookup capabilities

PRICING:

MATTHEWS RESIDENT (ZIP 28105)

Personal/Non-Profit- $25.00 per hour
Business- $80.00 per hour

NON-MATTHEWS RESIDENT

Personal/Non-Profit- $35.00 per hour
Business- $80.00 per hour

OTHER FEES:

Refundable Security Deposit- $100.00 no food/$200.00 with food

MATTHEWS COMMUNITY CENTER—RENTAL INFORMATION

STUDIO A & CLASSROOMS—CAPACITY 25

STUDIO A

15.5’

36.5’

STUDIO A & CLASSROOM AMENITIES:

Four 8-foot rectangle tables
Approx. 30 folding chairs
Whiteboard
Kitchenette (Studio A only)
Access to caterers kitchen (Studio A only)

CLASSROOM 105

18’

36.5’

PRICING:

MATTHEWS RESIDENT (ZIP 28105)

Personal/Non-Profit- $20.00 per hour
Business- $60.00 per hour

NON-MATTHEWS RESIDENT

Personal/Non-Profit- $30.00 per hour
Business- $75.00 per hour

OTHER FEES:

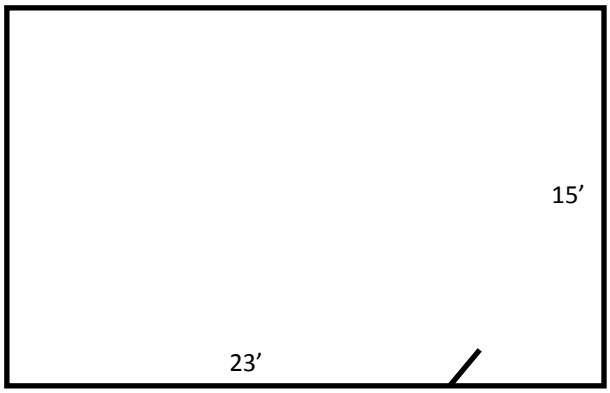
Refundable Security Deposit- $100.00 no food
$200.00 with food

NOTES:

Multiple classrooms available for rental; 105 (pictured), 203, and 204. Classrooms 203 & 204 are carpeted rooms without an exposed brick wall. Capacity for Classroom 204 is 30.

MATTHEWS COMMUNITY CENTER—RENTAL INFORMATION

STUDIOS B & D—CAPACITY 20



PRICING:

MATTHEWS RESIDENT (ZIP 28105)

Personal/Non-Profit- $15.00 per hour

Business- $45.00 per hour

NON-MATTHEWS RESIDENT

Personal/Non-Profit- $25.00 per hour

Business- $50.00 per hour

STUDIO B & D AMENITIES:

Three 8-foot rectangle tables

Approx. 25 folding chairs

Whiteboard

Kitchenette (Studio D only)

OTHER FEES:

Refundable Security Deposit

$100.00 no food

$200.00 with food

MATTHEWS COMMUNITY CENTER—RENTAL INFORMATION

KITCHEN

KITCHEN AMENITIES:

Ice Machine
Oven
Refrigerator
Microwave
Ample Counter Space

Access to the Community Room and Studio A only

PRICING:

MATTHEWS RESIDENT (ZIP 28105)

Personal/Non-Profit- $25.00 flat fee
Business- $60.00 flat fee

NON-MATTHEWS RESIDENT

Personal/Non-Profit- $35.00 flat fee
Business- $75.00 flat fee

MATTHEWS COMMUNITY CENTER FACILITY RENTAL NOTES:

- All renters are responsible for their own setup, breakdown, and trash disposal. All pre-set rooms are allowed to be rearranged however the renter sees fit, however we do ask that the space be reset to its original state before the renter departs.
- Designated facility rental hours are as follows: Monday-Friday: 9:00am-10:00pm, Saturday: 9:00am-9:00pm, Sundays: 1:00pm-6:00pm. Rentals that are held beyond the designated facility rental hours will incur an additional charge of $30.00 per hour.
- Renters are allowed to **serve not sell** alcohol at their events with the approval of ToM Police Department. An additional security deposit of $100.00 will be required for the serving of alcohol. *Beer & wine only*
- On-site monetary exchange (tickets, merchandise, concessions) is **prohibited** unless prior approval is obtained by the ToM Board of Commissioners and will require an additional deposit of $150.00.

Contact Ashley Murdock at (704) 708-1264 or via email at amurdock@matthewsnc.gov for availability or if you have any additional questions.