

THE KAPPA CENTER

Rental Reminders

Thank you for booking your rental and trusting the The Kappa Center team with your event. A few reminders to help make for a great event...

Take A Tour

If you haven't seen The Kappa Center, please book an appointment for a tour. Our schedule is Monday & Wednesday 6p – 8p, by appointment only. Please call 919.809.6023 or email at rentals@kappactf.org

Design Your Event Setup

Your event setup process can begin at the time of your tour or via a phone consultation with our Kappa Center team. We have a floorplan image posted in the gallery section of our website – feel free to use it and email us a scan of your setup at rentals@kappactf.org We can setup tables and chairs if provided the design template at least 1 week prior to your event

Final Payment Due

Reminder your final rental payment is due 30 days after booking. If you book an event occurring within 30 days, payment is due at the time of booking

Event Day

Please review your contract again to understand your responsibilities and obligations as the renter Kappa Center will open at the time in your booking confirmation - if more time is needed there are options to purchase additional time at www.kappacharitabletrustfund.org

Key Policies and Rental Terms

DEPOSIT AND RENTAL AGREEMENT; CANCELLATION

If Renter cancels the event between the date of the Rental Agreement and 60 days before the event date, Renter shall be refunded 50% of the Rental Fee paid. If cancellation is within 60 days before the event date, the Renter shall not receive a refund of any fees. An event date change is considered a cancellation.

SETUP & CLEANUP TIME | DECORATIONS

The Renter's set up and cleanup time (decorating, food catering, the band or DJ etc.) is included in the rental time period. Decorations cannot be attached to the walls or doors – NO TAPE OR GLUE – if used, you have automatically forfeited your deposit. No glitter, fine paper crafts, water bubbles or anything similar may be used in The Kappa Center. Decorations must not pose a fire or safety hazard. The Kappa Center management staff members are not required to assist in any set up or cleanup.

TICKET SALES

The Kappa Center cannot be used for any function where tickets are publicly advertised through radio, television or social / print media or where tickets will be sold at the door, without prior approval.

ALCOHOL / PROHIBITION

Renters are permitted to serve alcohol at The Kappa Center; however, alcohol may NOT be directly SOLD by a Renter to Event patrons. The Kappa Center does not permit tobacco use of any kind inside the Facility, possession of illicit drugs any kind, and possession of any weapons, and alcohol consumption outside the Facility / parking lot.

SECURITY

Kappa Hall reserves the right to require police protection for certain events at the Renters expense.

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FAQs

Frequently Asked Questions (FAQs)

Q: What time does my rental start, and can I get in early?

A: Rental time is located within your contract, if more time is needed, we have options to purchase more time

Q: What are my responsibilities while renting?

A: Keeping the floors clean by wiping up spills as they occur

Assigning someone in your party to empty the garbage when full

Communicate The Kappa Center issues immediately to the event monitor

Ensure your event participants including DJ and decorator are completed at the time your rental ends

Please refer to your contract for additional specific items renters are responsible for

Q: When can I see the Kappa Center

A: THE KAPPA CENTER IS GENERALLY OPEN ON MONDAY'S & WEDNESDAY'S 6:00 - 8:00 PM, APPOINTMENT ONLY FOR TOURS, MANUAL BOOKINGS & PAYMENTS BY MONEY ORDER OR CERTIFIED CHECK (NO CASH) PLEASE CALL [919.809.6023](tel:919.809.6023) OR EMAIL RENTALS@KAPPACTF.ORG TO SETUP AN APPOINTMENT

Q: Can I bring in my own caterer, DJ and alcohol?

A: You are allowed to chose your own caterer and DJ, please ensure the DJ plays music at a reasonable volume

A: Renters are permitted to serve alcohol at The Kappa Center however, alcohol may NOT be directly SOLD by a Renter within the Kappa Center. The Kappa Center does not permit tobacco use of any kind inside the Facility, possession of illicit drugs any kind, and possession of any weapons, and alcohol consumption outside the Facility in the parking lot or otherwise.

Q: What is available for my rental, what is your seating capacity, tables and chairs available for my rental?

A: Rental of the facility includes the space you reserved, restrooms, kitchen and parking lot (no congregating in parking lot during indoor event).

Seating capacity of approx. 135 banquet style and 200 theater style:

- Tables – 12 round (60”) tables and 5 rectangular (96”)tables
- Chairs – 100 white folding meeting chairs