

Space Grant Stipulations

As a recipient of a space grant from The Cultural Arts Center at Glen Allen, the following points need to be understood.

- A contract must still be signed (space fees will be waived per the contract)
- Any additional equipment including AV, staging, tables and chairs (above those supplied with the room), décor, etc. must be paid for by the recipient.
- Refundable security deposits must be submitted per the contract
- Recipient is responsible for securing an ABC permit should it be required
- Recipients are requested to use caterers from The Center's approved caterer list
- The Center requests that it be named as a sponsor or supporter of the event in publications and appropriate materials. We will provide logos and correct name information for all promotional materials.
- The Center requests that one of our spokespersons is able to welcome the group to the venue.
- When possible, The Center would like to have season schedules and class information available for attendees.