

# Frequently Asked Questions



## Thank you for your interest in Sertoma Arts Center rentals!

Please make inquiries as far in advance as possible to ensure availability.

### Additional Fees

**Non-refundable Application Fee: \$15**  
**Security/Damage Deposit: \$100**

This fee is required for the Raleigh Room only and will be refunded at the completion of the rental minus any damages or overages.

**Supervisory Fee: \$40 per hour**

A supervisory fee is charged for each hour a rental takes place outside of the center's normal operating hours. Rentals may not extend past 11pm.

**Optional Alcohol Permit fee: \$100**

Please note that alcohol permits only allow consumption of beer, wine, and champagne, no other spirits or liquors are permitted, and require a minimum of 3 weeks notice.

### How do I rent space with Sertoma?

Check with the Sertoma Arts Center Staff to see if the date/time is available. If it is, then the renter must completely fill out the rental forms and make the full payment including damage deposit, application fee, and rental costs.

### Does time for setup and tear down need to be included in the rental contract?

Yes. Your rental hours must include set up and clean up time. Any time that you need access to the room, should be included in the contract.

### Can I put decorations in the room?

All decorations must be free standing. Nothing may be taped, tacked, stapled, etc. on walls, doors, or windows. Artwork may not be covered or renewed and helium balloons are prohibited.

### Are candles allowed?

No, flames of any type are not allowed at our facilities or in the park. You may use sterno cans with prior approval.

***Renter must sign comprehensive list of rules and policies at time of booking.***

## Sertoma Arts Center Rental Information



PARKS, RECREATION  
AND CULTURAL  
RESOURCES

Sertoma Arts Center  
1400 Millbrook Rd.  
Raleigh, NC 27612  
919-996-2329  
Raleighnc.gov/parks

# Facility Information

## The Raleigh Room

Rental Rate: \$75 per hour (2hr min)

Dimensions: 38' x 50'

Occupancy: 100-125 seated  
150 standing with cocktail tables  
175 standing room

Attributes: Projector, screen, access  
to AV equipment

Tables: 30" x 72" - 12 if available  
30" x 96" - 12 if available

Chairs: Stackable - 200 if available



## Warming Kitchen

Rental Rate: \$25 per hour (2hr min)

Dimensions: 11' x 19'

Attributes: Equipped with a stove,  
refrigerator/freezer, microwave  
and sink

\*Kitchen is only for warming and must be  
rented if used to warm or store food

## Shelley Park Pecan Grove

Rental Rate: \$35 per hour (2hr min)



Shelley Lake Park and Peter Williams Park  
are open and available to rent daily from  
dawn to dusk.

Sertoma Arts Center Open Hours:

Mon-Thurs: 9am-10pm Sat: 10am-5pm

Fri: 9am-1pm Sun: 12pm-5pm

## Williams Park Shelter

Rental Rate: \$12 per hour (2hr min)

Dimensions: Small shelter holds 4  
picnic tables

Occupancy: 60 maximum

Attributes: Equipped with restrooms  
and electrical outlets. Adjacent  
to a playground.

## Sand Volleyball Court

Rental Rate: \$20 per hour (2hr min)

Peter Williams Park located at:

1525 Lynn Rd.

Raleigh, NC 27612

