

## Star Center Auditorium Rental

Thank you for considering the STAR Center's Auditorium as a venue for your event. Please see below for details regarding our rentals.

### What's Included

Our auditorium features the following:

- A capacity to seat 400 guests.
- Tables, chairs, and a kitchen.
- Handheld microphones.
- A full sound system and sound booth.
- A large LCD projector and Wi-Fi.

### Pricing

Weekend Rentals (8am-midnight Friday, Saturday, or Sunday) - \$1,200/day (Non-profits - \$600/day)

Weekday Rentals (8am-5pm Monday - Thursday and 8am-3pm on Fridays) - \$250/day

Weekday Rentals (afterhours) - \$600 (Non-profits - \$300/day)

All rentals must conclude by midnight on the day of the event.

### How to Book

Submit signed contract and deposit to:

Star Center  
1119 Old Humboldt Rd.  
Jackson, TN 38305  
Attn: Auditorium Rental

Signed contracts may also be submitted via email to [events@star-center.org](mailto:events@star-center.org). Payments may be made via phone at 731-668-3888.

### Special Terms and Conditions

#### Decorations

Decorations are permitted; however, no nails, hooks, tacks, or screws may be placed in Star Center walls at any time. No glitter, confetti, or silly string is allowed anywhere on Star Center property.

#### Alcohol

Alcohol is **strictly forbidden** anywhere on Star Center property.

#### Smoking

Smoking is allowed only in outside designated smoking areas.

#### Insurance (weekend rentals only)

Renter is required to provide proof of event liability insurance in the amount of \$1,000,000 at least 2 weeks prior to event.

**Rental Deposits**

A rental deposit must accompany all completed and signed contracts to secure booking. The required deposit is \$250 for weekend rentals and \$150 for any rental occurring during normal business hours (8am-5pm Monday - Thursday and 8am-3pm on Fridays). **Rental deposits are non-refundable.**

**Cancellation Policy**

There will be no charge for any cancellation received up to Sixty (60) days prior to the event. Cancellations received less than Sixty (60) days prior to the event may be subject to the full rental amount. Rental **deposits** are non-refundable.

**Payment Due Dates**

The remaining balance and proof of insurance (afterhours and weekend rentals only) will be due 2 weeks prior to your event.

Please let me know if you would like to proceed with booking and I will send over the contract.

Thanks,

Selina