



McKinney Performing Arts Center

Room Rental Information



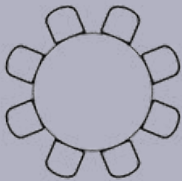
contact-mpac@mckinneytexas.org
972-547-2650
www.visitmpac.com

Gallery

Limestone walls, concrete floor, divided space with 7' ceilings;
**built-in hidden hanging system



CAPACITY



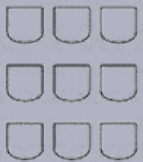
Banquet (most common)
chairs at tables; seat for each guest

40

Cocktail reception

mix/mingle event; most guests standing

65



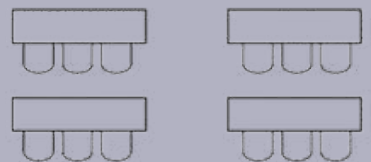
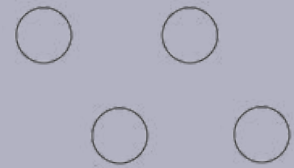
Presentation
chairs only; facing presenter

54

Classroom

chairs at tables; facing presenter

33



PRICING

\$62 per hour

Friday - Sunday: 6 hour minimum

Monday - Thursday: 3 hour minimum

*rental time includes load-in, decorating, event, & clean-up

**ask about art-exhibit rentals

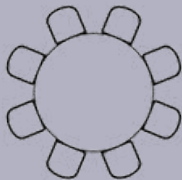
- discounts offered for 6+ hour rentals on weekdays, multi-room bookings, multi-day bookings, & non-profit rentals
- minimum rental times may vary based on type/size of event
- 13% service fee & \$250 refundable damage/overage fee apply

Noble Hall

Textured white walls, maple wood floor, south & western exposure
natural light; projector & screen; **Boston PE-178 Grand Piano



CAPACITY



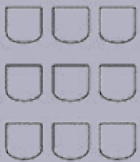
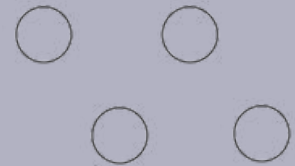
Banquet (most common)
chairs at tables; seat for each guest

48

Cocktail reception

mix/mingle event; most guests standing

70



Presentation

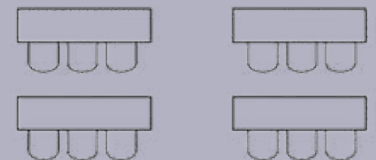
chairs only; facing presenter

70

Classroom

chairs at tables; facing presenter

33



PRICING

\$81 per hour

Friday - Sunday: 6 hour minimum

Monday - Thursday: 3 hour minimum

*rental time includes load-in, decorating, event, & clean-up

**\$25 piano tuning fee if using piano

-discounts offered for 6+ hour rentals on weekdays, multi-room
bookings, multi-day bookings, & non-profit rentals

-minimum rental times may vary based on type/size of event

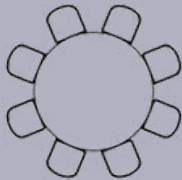
-13% service fee & \$250 refundable damage/overage fee apply

Ruschhaupt Hall

Textured white walls, maple wood floor, north & western exposure natural light; sink+small counter in South room; **optional room divider

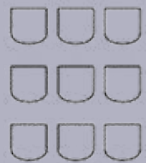
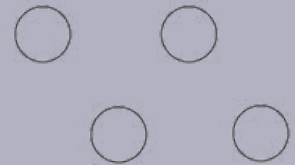


CAPACITY



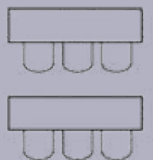
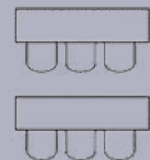
Banquet (most common)
chairs at tables; seat for each guest
96

Cocktail reception
mix/mingle event; most guests standing
140



Presentation
chairs only; facing presenter
130

Classroom
chairs at tables; facing presenter
54



PRICING

\$192 per hour

Friday - Sunday: 6 hour minimum

Monday - Thursday: 3 hour minimum

*rental time includes load-in, decorating, event, & clean-up

**ask about renting half of the room (North or South)

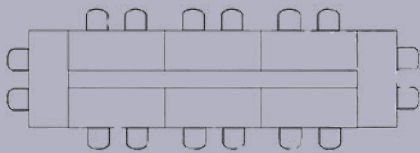
- discounts offered for 6+ hour rentals on weekdays, multi-room bookings, multi-day bookings, & non-profit rentals
- minimum rental times may vary based on type/size of event
- 13% service fee & \$250 refundable damage/overage fee apply

Encore Wire

small sink+counter area; McKinney landmark paintings by Jon Flaming; flexible set-up options for meeting, presentation, buffet or cocktail hour, etc.



CAPACITY



Conference/meeting (most common)
conference table

16

Cocktail reception

mix/mingle event; most guests standing

50



Presentation

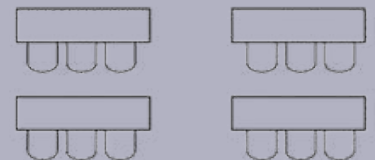
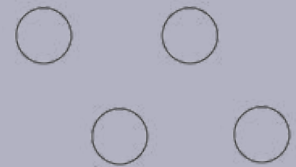
chairs only; facing presenter

46

Classroom

chairs at tables; facing presenter

16



PRICING

Standard: \$39 per hour

Room remains in standard pre-set conference set-up

Custom: \$49 per hour

Room will be set up according to floorplan agreed upon between client & Events Coordinator

Friday - Sunday: 6 hour minimum

Monday - Thursday: 3 hour minimum

*rental time includes load-in, decorating, event, & clean-up

-discounts offered for 6+ hour rentals on weekdays, multi-room bookings, multi-day bookings, & non-profit rentals

-minimum rental times may vary based on type/size of event

-13% service fee & \$250 refundable damage/overage fee apply

Amenities & Client Responsibilities

AMENITIES

- The opportunity to hold your event in a unique and historic building in Downtown McKinney, surrounded by local shops and restaurants!
- Variety of tables and black plastic or banquet chairs
- Set-up/break-down of tables and chairs (unless otherwise noted)
- Open vendor policy
- Food and beverages permitted
- Beer, wine and champagne permitted
- Access to the ice machine, refrigerator, and microwave on ground floor
- Access to restrooms on ground floor
- Custodial staff and/or MPAC staff member present for the duration of your event

ADD-ONS: Speaker system, projector, TV cart, piano (Noble Hall only)

CLIENT RESPONSIBILITIES

- Table linens and decorations
- Plates, napkins, silverware, and other service items
- All food and beverage items
- Finalizing floorplan with Events Coordinator 10+ business days before event
- Bartender (only required if serving mixed alcoholic beverages)
- Vendors (DJ, photo-booth, coordinator, florist, etc.)
- Communication to vendors/guests regarding policies, timeframes, and parking information
- Removal of all decorations, service items, etc., and putting all trash into the bins by the end of your reservation time

How to Book a Room at MPAC...

Step 1: Request a proposal.

We will need your event date, rental timeframe, and room that you would like to book. We will then place a hold on the room/date and the proposal will be emailed to you within 2 business days. The proposal and room/date hold will remain active for 5 business days after you receive it. The hold will expire at the end of the 5 days unless your payment is made before then.

Step 2: Pay the rental fee or deposit.

Once you have reviewed the proposal and confirmed that you would like to move forward with booking the space, the payment can be made by card (Visa, Mastercard, Discover), cash, or check. The deposit is \$500 or the full amount if under \$500. The final payment will be due no later than 10 business days out from the event.

The refundable \$250 Damage/Overage Fee will also be due 10 business days out from the event and must be paid by card.

Step 3: Sign the contract.

After the payment has been made, a link to the contract will be emailed to you within 2 business days. After reviewing and asking any questions you may have, the contract can be signed. You will have 5 business days to sign. Once this is complete, your booking is official!

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