



# Sertoma Arts Center, Williams Park Shelter Rental Information

**For information**

**1400 West Millbrook Road**

**Raleigh, NC 27612**

**919-996-2329**



# Sertoma Arts Center

## Facility Information

Room	Dimensions	Square Feet	Occupancy	Rate/Hour
Raleigh	38x50'	1900	100-125 seated 200 standing room	\$70/hour 2 hour minimum
Cardinal Room	22x550'	1100	25 seated 49 standing Supplies/Art equipment not for use	\$60/hour 2 hour minimum
Crabtree Valley	22X38'	836	25 Supplies/Art equipment not for use	\$35/hour 2 hour minimum
Kitchen	11X19'	220		\$20/hour 2 hour minimum
Dorothy			8 seated 10 standing	\$25/hour 2 hour minimum
Items for use	Amount	Size	Description	Location
Tables	12 if available 12 if available	30x72 30x96	Plastic/wood folding	Throughout Building
Chairs	200 if available	N/A	Stackable	Throughout Building

### ADDITIONAL INFORMATION AND FEES

- Kitchen is equipped with; Stove, Refrigerator/Freezer, Microwave & Sink  
\*Kitchen is only for warming by licensed caterer and must be rented if used to warm or store food.
- Supervision Fee: Required for rentals before/after hours \$20 per hour/per person  
\*Two staff member minimum.
- Security Deposit: Required for rentals (refundable pending no issues) \$100 per rental
- Application Fee: City of Raleigh Rental Application Fee \$15 per application non-refundable
- **Shelley Park Pecan Grove available for limited rental, ideal location for wedding ceremonies.**  
**\$30 per hour**

### RULES AND REGULATIONS

- Artwork cannot be covered or removed
- No helium balloons in Raleigh room
- No open flames, sterno can be brought in but must be taken out of the building at the end of the event



# Williams Park Shelter



## Facility Information

Room	Dimensions	Days	Hours	Rate
Picnic Shelter	Small shelter holds 4 picnic tables	Monday—Sunday	9a-9p with a 2 hour minimum rental	\$9 per hour
Sand Volleyball Court		Monday—Sunday		\$15 per hour

*Fees, rules and regulations are subject to change without notice please check with the facility when making reservations.*