

MEETING YOUR NEEDS WITH ALL THE AMENITIES

We take pride in the broad list of banquet and meeting equipment that the Charles Mack Citizen Center has on hand. In fact, many of these amenities are included in your rental fee. Other items are available at rates you'll find quite reasonable. You'll be able to reserve what you need, when you need it, with ease and convenience. Our experienced staff can help you select the exact equipment that will make your event run smoothly and successfully.

TABLES AND CHAIRS FOR ANY AREA

Free of charge (including set up and break down)

Tables:

- 8ft rectangular
- 6ft rectangular
- 4ft rectangular
- 5ft round
- 4ft round
- 31in cocktail table (42in height)

Chairs:

- Neutral Colored Banquet Chairs
- Sturdy White Ceremony Chairs (subject to availability)

AVAILABLE IN THE MERCHANT, CEDARS PEDDLER ROOMS

Free of charge (confirm availability)

- Digital Projector
- Projector Screen
- Podium (technical, standing, tabletop)
- Microphones (lapel, corded, wireless)
- Microphone Stand (standing, tabletop)
- Overhead Projector
- CD Changer
- Flip Chart
- Easel
- Wireless Mouse/Laser Pointer
- Banner Holder
- Flags (North Carolina, United States)
- Piano w/ bench

AVAILABLE IN THE JOE V. KNOX AUDITORIUM, MOORE, BURLINGTON, LOWRANCE ROOMS

Free of charge (confirm availability)

- TV/DVD Combo
- Projector Screen
- Microphones (lapel, corded, wireless)
- Microphone Stand (standing, tabletop)
- Podium (standing, tabletop)
- CD Changer
- Flip Chart
- Easel
- Wireless Mouse/Laser Pointer
- Banner Holder
- Flags (North Carolina, United States)
- Piano w/ bench
- Super Ears (Auditorium only)

–SEE MORE OPTIONS LISTED ON BACK–

AVAILABLE IN THE KITCHENS

Kitchen #1:

- Warming Trays
- Microwave
- Freezer
- Refrigerator
- Coffee Maker
- Bus Carts
- Oven & Stove

Kitchen #2:

- Warming Trays
- Microwave
- Refrigerator
- Coffee Maker
- Oven & Stove
- Dishwasher
- Bus Carts

THE FOLLOWING ITEMS CAN BE PLACED IN ANY ROOM UPON REQUEST

- Portable Projector \$10.00/day
- Portable Projector Screen

- Portable PA System (two speakers, handheld & lapel microphones, iPod docking station, etc. Includes Setup \$50.00/day)

- Dance Floor \$100.00 – Can build any size from 12' x 12' to 30' x 30' (subject to availability)
- 6' x 8' risers (w/ two sets of stairs) \$25.00 each – with skirting add \$7.00/riser (ivory, black, burgundy)
- 4' x 8' risers \$10.00 each – with skirting add \$7.00/riser (ivory, black, burgundy)

- White Paper Table Covers \$2.00/rectangular table
- Table Skirts (can fit any of our tables) \$7.00/table (ivory, black, burgundy)
- Cocktail Table Linen Topper \$7.00/table (blue)

- Round Linens (lap length & floor length) \$10-\$15/per table
- Rectangle Linens (lap length & floor length) \$10-\$18/per table
- Chair Covers with sash (color of your choice) \$2.00/chair