



Center Lake Park Amphitheatre & Cultural Center

Frequently Asked Questions

How far in advance can I book a rental?

The Center Lake Park Amphitheatre & Cultural Center takes bookings up to 12 months in advance. When making a reservation for 12 months in advance, booking opens the first business day of the month.

What is the process for reserving a rental space?

All rentals are first come, first serve. A signed contract and payment of the deposit will secure a date.

Can you pencil me in for a rental?

Courtesy holds may be accepted and held for a maximum of five (5) days, at which time the hold will expire without notice. Courtesy holds may be made in person or by telephone. Courtesy holds will expire on the fifth (5th) day of the hold. No courtesy holds will be accepted on the first business day of the month when booking 12 months in advance. Courtesy holds are not offered on dates that have reopened because of cancellation.

Is there a Damage or Security Deposit in addition to my rental charge?

Yes. The deposit that you pay at the time reservation is your security/damage deposit and will be returned to you unless there was a violation of contract rules.

How late can I stay?

Your event must end and all guests must vacate the premises by the end of your rental period. However, our select caterers may have additional pre-arranged time to setup or cleanup prior to or following your event. Additional time must be pre-arranged with the rental office.

What if we're having a great time and stay later than our rental period?

The standard hourly rental rate for each area rented will be doubled and charged for any time you are in the building past your contracted rental period (no discounts apply). No events past 12:00 AM.

Will I receive a refund if we leave early?

No. You must plan your event as accurately as possible.

Can I choose my own vendors?

Caterers: All catering services must be provided by one of the listed Select Caterers. No other catering services are permitted. Kitchen facilities, including refrigerators and microwaves, are available ONLY to the Select Caterers.

Other Vendors: You may choose your own DJ, florist, photographer, and other vendors.

Can I have items delivered, such as from my caterer, florist, DJ, etc.?

Some allowances have been made for the Select Caterers to arrive prior to your rental period in order to set up. This must be coordinated by your Caterer with Center management and must respect and not interfere with the rental periods of other guests. Other vendors (DJs, florists, etc.) must make their deliveries only during your allotted rental period. The building is used seven days a week, often multiple times a day, and we have no storage space available.

Can I come anytime to view the building, to meet my caterer or florist, etc.?

The building may be viewed Monday – Friday, 8:00 AM – 4:30 PM. Please call the office to set up a time to meet to make sure that the building is available.

How may I decorate?

Decorations are permitted within reason and must be approved by the Center management. Decorations are permitted only in the space you have reserved. It is the responsibility of the renter to remove ALL decorations immediately after your event.

No rice (including puffed rice or biodegradable rice), birdseed, confetti, glitter or other similar materials may be used inside or outside at the cultural center. Flower petals are only permitted inside; however they must be cleaned up by a member of the rental party. Decorations may not be affixed to the walls, doors, windows, window coverings, chairs, painted surfaces or hung from the ceiling. Fog machines, dry ice and bubbles are permitted outside only.

Other than the room, what does my rental include?

You rental also includes the use of our tables and chairs listed below. Staff will set up and breakdown these tables and chairs as requested on a floor plan submitted by you. Please keep in mind that the Cultural Center does not supply linens or chairs covers.

Banquet Amenities

Catering Kitchen

Ice Machine

210 Banquet Chairs

6' Round Tables

6' Rectangle tables

42" High Top cocktail tables

Cake table

Buffet table

12 x 12 Dance floor