

### **Grand Hall Information**

Rates		
Monday - Thursday	Full-Day	\$900
Friday - Saturday	Full-Day	\$1,800

Room Dimentions	
Square Feet	8,400
Length	80'
Width	106'
Ceiling Height	14'2"

Seating Capacities	
Theater	750
Classroom	450
Banquet	420
Banquet (Stage 16x32)	360
Reception (Dance Area 25X25)	330
Cluster	266

Ammenities	
Item	Qty
Audio-Visual System	
LCD Projector	2
9'x12' Retractable Screen	2
Wireless Presentation Mouse	1
Wireless Hand Held Microphone	2
Wireless Lavaliere Microphone	1
Blue Ray Player	1
CD Player	1
IPOD Docking Station	1
Portable Stage	
4X8 Sections	16
Electrical	
Outlets	10
Linens	
Skirted & Clothed Tables	10
Table Linens*	42
*Classroom setups are an additional \$1	
per person after the first 100	

#### **Richardson Room Information**

Rates	
Monday - Half-Day	\$450
Monday - Full-Day	\$900

Room Dimentions	
Square Feet	2,300
Length	44'
Width	52'
Ceiling Height	9'9"

Seating Capacities	
Theater	220
Press Conference	144
Classroom	105
Banquet	96
Reception (Dance Floor 2!	80
Cluster	70
Hollow Square	54
U Shaped	45

Ammenities	
Item	Qty
Audio-Visual System	
LCD Projector	1
69"x92" Retractable Scree	1
Wireless Presentation Mo	1
Wireless Hand Held Micro	2
Wireless Lavaliere Microp	2
DVD/VCR	1
CD Player	1
Electrical	
Outlets	8
Linens	
Skirted & Clothed Tables	6
Table Linens*	12
*Classroom setups are an	additional \$1
per person after the first 5	50

### **Parks Room Information**

Rates		
Monday - Saturday	Half-Day	\$300
Monday - Saturday	Full-Day	\$600

Room Dimentions	
Square Feet	2,000
Length	27'
Width	75'
Ceiling Height	8'9"

Seating Capacities		
Theater	120	
Banquet	80	
Classroom	75	
Reception (Dance Floor 16x16)	64	
Hollow Square	48	
Cluster	45	
U Shaped	43	

Ammenities	
Item	Qty
Audio-Visual System	
LCD Projector	3
69"x92" Retractable Screen	1
Wireless Presentation Mouse	1
Wireless Hand Held Microphone	1
Wireless Lavaliere Microphone	1
DVD/VCR	1
CD Player	1
All 3 screens can be linked	3
Dance Floor	
4 x 4 Sections	16
Electrical	
Outlets	8
Linens	
Skirted & Clothed Tables	4
Table Linens*	14
*Classroom setups are an additional \$1	
per person after the first 40	

## **Heights or Huffhines Room Information**

Rates	
Monday - Half-Day	\$150
Monday - SFull-Day	\$300

Room Dimentions	
Square Feet	675
Length	25'
Width	27'
Ceiling Height	8'9"

<b>Seating Capacities</b>	
Theater	60
Classroom	36
Hollow Square	26
Board Room	26
U Shaped	20

Ammenities	
Item	Qty
Audio-Visual System	
LCD Projector	1
69"x92" Retractable Scree	1
Wireless Presentation Mo	1
Wireless Hand Held Micro	1
Wireless Lavaliere Microp	1
DVD/VCR	1
Electrical	
Outlets	3
Linens Included	
Skirted & Clothed Tables	2
Table Linens	8

### **Conference Room Information**

Rates		
Monday - Thursday	Half-Day	\$150
Monday - Thursday	Full-Day	\$300

<b>Room Dimentions</b>	
Square Feet	525
Length	21'
Width	27'
Ceiling Height	8'9"

Seating Capacities	
Theater	40
Classroom	21
Hollow Square	22
Board Room	20
U Shaped	18

Ammenities		
Item	Qty	
Audio-Visual System		
LCD Projector	1	
69"x92" Retractable Screen	1	
Wireless Presentation Mouse	1	
DVD/VCR	1	
Marker Board	1	
Electrical		
Outlets	4	
Linens		
Skirted & Clothed Tables	2	
Table Linens	6	

# **Leasing and Office Hours**

Leasing Hours	
Monday - Thursday	8:00 A.M 11:00 P.M.
Friday- Saturday	8:00 A.M Midnight
Sunday	Closed

Office Hours	
Monday - Saturday	8:00 A.M 8:00 P.M.
Sunday	Closed

Contact Information	
Main Line	972-744-4090
Fax Line	972-744-5816
Address	411 West Arapaho Rd
	Suite 102
	Richardson, Tx 75080

Leasing Staff		
Civic Center Manager - Donna Leach		
donna.leach@cor.gov	972-744-4092	
Event Coordinator - Cindy Schattle		
cindy.schattle@cor.gov	972-744-4093	