



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 Lavalieri 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	

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