Rental Guide

CMC Rentals

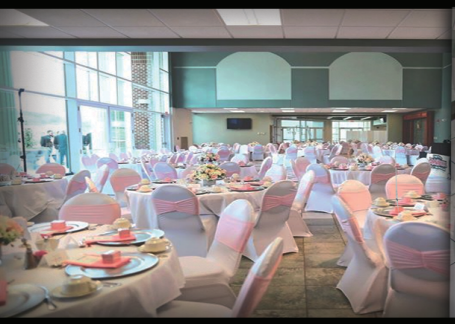
Conferences - Weddings & Receptions - Business Meetings - Social Events - Fundraising

The Rotunda Gallery

$50/hour - The Rotunda can comfortably seat approximatley 60 for dinner, 100 for presentations, or up to 150 for standing receptions.

The Grand Hall

$140/hour - The Grand Hall can comfortably seat approximately 300 for dinners, or 550 for standing receptions.



Stay up-to-date on everything CMC.

The Front House

$165/hour – Together these two area can accommodate up to 350 guest for dinner or 760 for a standing reception.

The Center and Theatre

Theatre $235/hour Center $315/hour – The Chuck Mathena Center includes a 938 – seat theatre equipped with innovative sound and lighting. The theatre features an 86 foot fly space, front – of – the – house sound and back – of – the – house lighting booths and a 50 person orchestra pit. Backstage, there are two floors of dressing rooms with showers and a kitchenette. Rental of the Center includes everything.

(theatre, backstage area, Rotunda, Grand Hall, catering kitchen, and parking)

Decor Options

Included with Rental
60" Round table
4 ft table (limited quantity)
6 ft table (limited quantity)
8 ft table
32" High Top Table (limited quantity)
Chairs

Additional Amenities	
Linen Napkins	$ .50 each
Linen Napkins (with folding services)	$ 1.50 each
Table Linens (red, black, maroon, hunter green, yellow, white, ivory, navy, royal blue)	$ 6.00 each
In-house Audio Visual System	$ 25.00
Microphone	$ 10.00
Grand Piano	$ 100.00
Stage Add-on	$ 75.00 per hour
Beer & Wine setup	$ 75.00
Full Bar Setup	$ 100.00
Bartending Service (required with bar service)	$ 40.00 per hour
Security Staff (required with bar service)	$ 20.00 per hour
Non-alcoholic drink service	$4 /per person /4 hrs

Space	Rate	Reservation	Cancellations
Rotunda	$50 per hour	50% at booking paid in full 72 hrs prior	50% refund with 90+ days notice
Grand Hall	$140 per hour	50% at booking paid in full 72 hrs prior	50% refund with 90+ days notice
Front of House	$165 per hour	50% at booking paid in full 72 hrs prior	50% refund with 90+ days notice
Event Staff	$20 per hour	Event staff is required for every rental. Staff requirement is based on 1 staff per 100 guests. CMC reserves the right to require additional staff as necessary.	

Ask us how you can decorate for your event for only $250

A standard cleanup fee will be applied to all rentals as follows:
rotunda-$20, Grand Hall-$100 and Front of House-$120.

If the stage or backstage requires cleanup, the same $100 fee will apply.
IF the facility is in conditions deemed unacceptable by the CMC staff, an additional $300 (less any damage) will apply.

The CMC operates as a gallery, and all exhibits/shows
will not be rearranged, dismantled, altered or removed to accommodate an event.
The portrait of Chuck Mathena will not be covered or blocked.

CMC Frequently Asked Questions

Q: "Are there any decorating restrictions?"

A: While we love to see creative decorating, we ask that you adhere to the following guidelines

- No helium balloons
- Artwork displayed in the Rotunda cannot be removed from the walls
- No open flames (with the exception of a unity or memorial candle)
- Nothing can be hung painted walls or surfaces.
- You are free to hang signs and banners from glass
- CMC begins decorating for Christmas in early November through January. Under no circumstances can the décor be moved once it is in place. This includes the Christmas trees. The Lessee acknowledges that no holiday décor will be rearranged for rental.

Q: "Am I allowed to bring in my own food and drinks?"

A: due to CMC's Health License, all food and beverages brought into CMC must be prepared in a health inspected kitchen. This can include, but not limited to, items from:

- Caterers
- Restaurants
- Deli Trays
- Sealed and prepared food from a grocery store

Q: "Can I have alcohol?"

A: Yes! All alcohol that is served must be purchased and supplied by CMC. Patrons are not allowed to bring their own alcohol to CMC. Security and bartending staff are required when alcohol is served at an event (see Price List)

Q: "When do you need the final numbers for how many people will be attending the event?"

A: CMC will need the final numbers at least two weeks prior to your event.

Q:"What does my time cover?"

A: Your time begins from the time you or any person affiliated with you need to enter the building and ends when the last person affiliated with your event leaves the building(i.e. florist caterer, wedding planner, etc.)

Reminders for the Day of Your Event

Technical Requirements

Please notify CMC staff prior to your event if you need the following technical capabilities during your event. Please note, that if you wait until the day of your event to make these request, CMC staff may not be able to accommodate your needs:

-PowerPoint,Movies,Slide Shows on the Television Screens
-Overhead music
-Microphones
-Hooking up a laptop to CMC equipment for sound, movies, etc.

We recommend you can come in prior to your event to do a test run with any technology request you may have.

Linen Service

Please notify CMC staff **TWO WEEKS** prior to your event if you need table linens or linen napkins

Drink and Bar Service

Please notify CMC in TWO WEEKS advance if you have the following drink or bar needs. Requests after the time period may not be honored

-Special alcohol requests (specific type of beer, liquor, etc.)
-Coffee,water,soda,etc. (most caterers provide this upon request)
-You may not bring in your own alcohol. All alcohol served must be purchased in advance by CMC

Catering

Due to CMC's Health License, all food and beverages brought into CMC must be prepared in a health inspected kitchen.

Thank you for renting the Chuck Mathena Center for your special occasion!
for any more information feel free to contact us:
phone: (304) 425 - 5128
web: www.chuckmathenacenter.org
address: 2 Stafford commons, Princeton, WV 24740

The Fastest way to contact us during non-business hours is Facebook Messenger.