



The Cachelle International Creative Arts Center is truly a multi-use facility. Three studios are available to organizations and individuals for theatrical/dance rehearsals and classes. We also have a covered outdoor recreation area and spacious gardens making our space ideal for meetings, parties, outdoor weddings, and receptions.

Requests for space must be submitted no less than 5 business days prior to usage. Space is allocated and confirmed on a first come/ first serve basis by the CICAC Director. No space is guaranteed unless confirmed by Director. **All contracts require a \$200.00 deposit, non-refundable if event is cancelled less than 30 days before the contract date. The balance is due on the day of your event before setup is allowed to commence.**

SPACE USE AND POLICIES

- Regular business hours are 9AM-5PM Monday through Thursday and 9AM-6PM Friday and 10AM-4PM Saturday. Friday & Saturday evening, Sunday, and Holiday hours may be requested not less than seven days in advance. Weekday requests depend on availability.
- Requests for space must be made by filling out the online request form or in writing submitted by email (info@cachelleink.com) or dropped off at the center no less than 5 business days in advance. We encourage that all requests be made as far in advance as possible.
- Rooms are assigned on a first-come basis according to the number of people involved and the nature of the usage e.g. dance class requiring dance studio; music rehearsal requiring piano; art class requiring natural light.
- The reading room is not available for rehearsal or class purposes. The spaces must be left in an orderly condition after use with all trash disposed of.

RATES

PREMIUM RENTAL

Includes front and side gardens, Studio 1, Studio 2, Studio 3 and covered outdoor recreational area.

FULL DAY

8 HOURS NGO – \$350 OTHER – \$450 (SUNDAYS & HOLIDAYS: extra \$100)

HALF DAY

2-4 HOURS NGO – \$250 OTHER – \$350

BASIC RENTAL

Includes Studio 1, Studio 2, and covered outdoor recreational area.

FULL DAY

8 HOURS NGO – \$300 OTHER – \$400

HALF DAY

2-4 HOURS NGO – \$250 OTHER – \$350



Hall Rental Form

Organization / Client Information		
Name:		
Current address:		
Phone:	E-mail:	ZIP Code:
Hour:	Daily Rental :	Weekly Rental:
Monthly Rental:	Extra Hour: _____ Hours: _____	
Weekly Rental:		
Monthly Rental:		
Payment :	Cash	Check
Check No: _____		
Kinds of Hall	Extra Cost	
Total cost		
Studio 1	Table & Chair Rentals	
Studio 2	Platform (mini stage)	
Studio 3	PA System	
Outdoor Recreational Area	Photography	
	Videography	
	Setup / breakdown crew	
Comment:		
Signature Organization/ Client:		Start Date:
Signature Organization/ Client:		End Date: