



MPAC Rental Details

Parking:

- Parking in downtown is first come, first served and spots directly around the building/on the square are limited. There are 2000+ parking spaces downtown. All lots and garages are within walking distance to MPAC. Information and maps here: <https://www.mckinneytexas.org/574/Downtown-Parking-and-DASH>
 - There is a 3-hour limit for parking spots directly on the square, enforced Monday-Friday from 8am-5pm
 - **We cannot block spots for your event.** If you cannot find one nearby, please pull up to the east (Tennessee St.) ramp entrance, turn on your hazard lights, and unload your items as quickly as possible – we have carts/dollies available to help expedite your load-in. Please move the vehicle(s) to a parking spot when you are finished unloading.

Rental Time:

- There is a 15-minute grace period for early arrival/late departure on either end of your reservation. Any time exceeding that grace period will be charged at the prevailing hourly rate in 30-minute increments. We highly recommend planning for at least 1 hour for set-up and 1 hour for clean-up at the minimum, depending on how much décor you plan to bring in for your event.
- If you are holding a larger event, such as a wedding or gala, the minimum rental time is more than our standard 3 hours/6 hours (weekdays/weekends), and you will receive more details on that when we respond to your inquiry.
- ***It is important to us that you and your guests have a great time and that your event runs smoothly from start to finish, and we feel that adequate set-up/tear-down time is a big part of that! Please plan accordingly.***

Decorating/Set-up and Teardown/Cleanup:

- Decorations are limited to tables, windowsills, and free-standing decor. **Nothing may be attached to the walls unless approval has been given in writing by an MPAC staff member.**
- Candles permitted; fireproof container(s) required (votive, vase, hurricane lamp, etc.)
- You are welcome to work with a rental company if you would like tables, chairs, etc., not in MPAC inventory. Please inform MPAC staff if you will not be using the provided tables and chairs so that nothing is set up for your event unnecessarily. If MPAC staff must remove the tables/chairs that have been set up, additional charges may apply.
 - Delivery & pick-up of any rental items must be arranged with MPAC staff at least 2 weeks in advance. All items must be brought in and removed during the rental time unless approval has been given in writing by an MPAC staff member.
- **NO** confetti, glitter or fake snow permitted; cleaning fees will be assessed if used.
- The reserved room(s) will be set up as determined in the final event advance call/meeting. On the event day, you are welcome to adjust tables/chairs as needed, but if MPAC staff is asked to change the set-up or move items around, additional charges may apply.



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Alcohol:

- Beer, wine, champagne, and other beverages that do not contain hard liquor are permitted at an event being held by a client that is 21 years of age or older.
- If the event is open to the public and an admission fee is charged, alcohol **MUST** be served by a TABC-certified bartender.
- Beverages containing hard liquor **MUST** be served by a TABC-certified bartender.
 - Hard liquor **MUST** be served with a mixer (water and ice do **NOT** qualify as mixers).
 - Shots are **NOT** permitted.
- MPAC may require you to hire security staff.
- **Alcohol must remain in the reserved room at all times.**

Capacity:

- **NO** refunds or rescheduling opportunities for events where the actual number of attendees exceeds the maximum allowed capacity of a room on the date of the reservation. MPAC reserves the right to terminate said event for this or any violation of McKinney Fire Code.
- Room substitution and/or rescheduling opportunities are available for events where the client contacts MPAC staff for options due to an increase in expected attendees. A new invoice for room rental fees will be created and your contract will be amended to reflect the change.

Minors:

- Children under 18 must be accompanied when they are not in the reserved room.
- Client must provide a minimum of three adult chaperones for functions with up to 40 minors in attendance.
 - There must be one additional chaperone for each additional 15 minors.
 - Chaperones must be present in the reserved room(s) for the duration of the event, from before guests arrive until the last guest has departed.

Non-Profit Events:

- IRS documentation of non-profit status required; employees/officers must be contract signatories, and payment must be through an organizational account.
- If the contact name is not under the non-profit organization, a 501(c)(3) and a letter stating that the non-profit status may be used is required.

Deposits:

- Reservation total <=\$500: payment in full required to proceed to contract.
- Reservation total >\$500: \$500 deposit required to proceed to contract.
 - Balance must be paid in full at least 10 business days prior to your event.
- Cancellation policy goes into effect on the date of the first payment/deposit.



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Cancellation Policy:

- Before 6 months of the reserved date will receive 100% refund of monies paid and will be released from further payment obligations.
- Within 3-6 months will receive 75% refund of monies paid and will be released from further payment obligations.
- Within 1-3 months will receive 50% refund of monies paid and will be released from further payment obligations.
- Within 1 month will forfeit all monies paid.
- **MPAC reserves the right to cancel any event where balance due is not paid in full by the final payment due date indicated in the contract (10 business days before event).**

Tables and chairs available at MPAC:

- Black cushioned banquet chairs for events with over 70 in attendance; black plastic chairs for events under 70 (*unless banquet/plastic is otherwise requested/specified*)
- 30in round tables (*can be standard height or cocktail height*)
- 60in round tables (*8 chairs recommended*)
- 48in round tables (*5 chairs recommended*)
- 6ft rectangular tables (*3 chairs per long side recommended*)
- 4ft rectangular tables

How do I book?

- **Step 1: Request a proposal.** We will need your name and contact information, event name, event date, rental timeframe, and room that you would like to book. Once we have the information and have confirmed that we can hold the event, a link to the proposal will be emailed to you within 2 business days and will remain active for 5 business days after you receive it.
- **Step 2: Pay the deposit.** Once you have reviewed the proposal and confirmed that you would like to move forward with booking the space, the payment can be made over the phone or in person. The deposit is \$500 or the full amount if under \$500. The final payment will be due no later than 10 business days out from the event.
- **Step 3: Sign the contract.** After the payment has been made, a link to the contract will be emailed to you within 2 business days. After reviewing and asking any questions you may have, the contract can be signed. Once this is complete, your booking is official!

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