The Amon Carter Center at Lena Pope provides meeting and event space for both public and private use. Conveniently located with easy access to I-30 and downtown Fort Worth.

Amon Carter Center at Lena Pope
3200 Sanguinet Street
Fort Worth, Texas  76107
817-255-2595

LenaPope.org
The main hall, which accommodates up to 250, can be divided into three smaller halls. Two smaller conference rooms are also available. All have full audio-visual capabilities.

**Room Rental Fees**

<table>
<thead>
<tr>
<th>Halls (Individual or Combined)</th>
<th>Conference Rooms</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 hall</td>
<td>Marty Leonard</td>
</tr>
<tr>
<td>2 halls</td>
<td>Lupton</td>
</tr>
<tr>
<td>3 halls</td>
<td></td>
</tr>
<tr>
<td><strong>Weekday</strong>*</td>
<td></td>
</tr>
<tr>
<td>$120 hr</td>
<td>$50 hr</td>
</tr>
<tr>
<td>$180 hr</td>
<td>$50 hr</td>
</tr>
<tr>
<td>$240 hr</td>
<td></td>
</tr>
<tr>
<td><strong>Evening/Weekend</strong>*</td>
<td></td>
</tr>
<tr>
<td>$170 hr</td>
<td>$100 hr</td>
</tr>
<tr>
<td>$255 hr</td>
<td>$100 hr</td>
</tr>
<tr>
<td>$340 hr</td>
<td></td>
</tr>
</tbody>
</table>

* 2 hr minimum  ** 4 hr minimum, security person may be required for evening/weekend events at $50 per hr

Room rates include tables and chairs for guest seating in approved floorplan, free self-parking, food service tables or counters and complimentary wi-fi.

**Audio-Visual Rentals**

- Built-In HDMI Projection/Screen: $100
- Wireless Handheld Microphone: $50
- Wireless Lapel Microphone: $50
- Portable Whiteboard: $25
- Scopia Video Conference System *: $100
  * Available in Marty Leonard Board Room only

**Other Services**

- Dance Floor (15’x15’): $400
- Stage (8’x16’): $300
- Linens (Black or Navy rounds): $12
- Coffee Service: $1 per person per day

LenaPope.org
## Room Size and Capacity

<table>
<thead>
<tr>
<th>Room</th>
<th>Dimensions</th>
<th>Sq Ft</th>
<th>72” Round</th>
<th>Classroom</th>
<th>U- Shape</th>
<th>Square</th>
<th>Theater</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mabee Hall</td>
<td>28 x 40</td>
<td>1,120</td>
<td>60</td>
<td>48</td>
<td>30</td>
<td>36</td>
<td>84</td>
</tr>
<tr>
<td>Meadows Hall</td>
<td>28 x 40</td>
<td>1,120</td>
<td>60</td>
<td>48</td>
<td>30</td>
<td>36</td>
<td>84</td>
</tr>
<tr>
<td>Messman Hall</td>
<td>28 x 40</td>
<td>1,120</td>
<td>60</td>
<td>48</td>
<td>30</td>
<td>36</td>
<td>84</td>
</tr>
<tr>
<td>2 Halls Combined</td>
<td>57 x 40</td>
<td>2,280</td>
<td>120</td>
<td>108</td>
<td>40</td>
<td>56</td>
<td>170</td>
</tr>
<tr>
<td>3 Halls Combined</td>
<td>87 x 40</td>
<td>3,480</td>
<td>180</td>
<td>156</td>
<td>NA</td>
<td>NA</td>
<td>250</td>
</tr>
<tr>
<td>Lupton Conf. Room</td>
<td>18 x 22</td>
<td>405</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>10-15</td>
<td>NA</td>
</tr>
<tr>
<td>Marty Leonard Board Room</td>
<td>22.5 x 25.5</td>
<td>574</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>16-20</td>
<td>NA</td>
</tr>
</tbody>
</table>
Caterers on the Lena Pope approved caterer list have supplied Lena Pope with the required insurance and licenses.

**Approved Caterers**

- **Babe’s Chicken Dinner House**
  817-705-5345
  Babeschicken.com

- **Blue Mesa Grill**
  817-332-6372
  bluemesagrill.com

- **Buffalo West**
  817-732-2370
  buffalowestfw.com

- **Central Market Catering**
  817-989-4700
  centralmarket.com

- **City Club**
  817-878-4028
  cityclub-ftw.com

- **City Kitchen**
  817-534-9900
  citykitchen.com

- **Fort Worth Catering**
  817-810-0888
  info@fortworthcatering.com

- **Gardens Restaurant & Catering**
  817-731-2547
  gardensrestaurantandcatering.com

- **Karriem’s Catering**
  817-723-6970
  www.chefkarriem.com

- **Pinstripes**
  682-352-0808
  pinstripes.com

- **TCP Catering**
  817-889-4827
  tcpcatering.com

- **Z’s Cafe and Catering**
  214-908-5452
  zscafe.com

Plated meals served at guest tables and served buffets must be provided by an approved caterer. Food dropped off for self-service buffets may be brought in from any restaurant or commercial food provider. Food prepared in a private home may not be brought in or delivered to your event.
Usage Guidelines

Rental Contract
A signed contract and invoice/event order formalizing the terms and conditions of the rental will be executed at booking. The invoice/event order will specify the date of use, occupancy time for the event, facilities to be used and payment terms.

A Lena Pope Event Manager will be present during the contracted time of the event to supervise during delivery and set-up time, to ensure that all policies are followed during the event, and to approve the clean-up following the conclusion of the event. The Event Manager will ensure guest tables and chairs and food service tables are set according to the approved floorplan. Any changes to floor sets on the day of the event are the responsibility of the Event Host.

The Event Host must designate ONE person as the event coordinator and contact for the day of the event. All information, questions, etc. on the day of the event will be channeled through this coordinator.

An event may not interfere in any way with any of the programs or services of Lena Pope or other events on Lena Pope property. Lena Pope reserves the right to limit or refuse rental or use of any Lena Pope property at any time. Rental policies and terms are subject to change without notice.

Deposits/Payments
A non-refundable deposit of 30% is due upon the execution of the Rental Contract to reserve the venue and desired event date and time. The non-refundable deposit is transferrable to another date, subject to availability. The final balance due must be paid in full at least 7 days prior to the event, or as negotiated.

Cancellations/Rescheduling
Cancellation notice must be submitted in writing by the signer of the Rental Contract. No refunds will be given for cancellation notices received less than 30 days prior to the event.

Lena Pope reserves the right to cancel a scheduled event if the National Weather Service issues a severe weather watch and/or the street and sidewalk conditions are deemed to be unsafe. In this case, fees will be refunded or the event can be moved to an available date within one year of the original date with no additional charge.

Emergency Cancellation
Lena Pope reserves the right to cancel any event with 6 months notice and refund any fee paid in the unlikely event that Lena Pope has an unexpected need for the facility.

Occupancy Time
Set up, event and clean-up times will be designated on the invoice/event order. Any additional time used will be billed at the same rate as the event, including security coverage.
Holidays
The Amon Carter Center is not available to rent on the following days: January 1, Easter, July 4, Thanksgiving Day, December 24 and 25, and December 31.

Floorplan Approval and Final Invoice/Event Order
A final floorplan and invoice/event order must be approved by the Event Host prior to the event. Any balance due must be paid at least 7 days prior to the event. Changes requested after approval of the floorplan and event order, may result in additional charges.

Parking
Free self-parking is available in the adjacent Lena Pope parking lots and all patrons using Lena Pope facilities must use these parking lots. The use of a valet service is allowed and will be the responsibility of the Event Host.

Decorations
Lena Pope will try to accommodate requests regarding decorations, but reserves the right to restrict the use of certain decorations. Some seasonal building decorations cannot be removed to accommodate an event. **Nothing may be nailed, taped, glued, stapled or attached in any way to any interior or exterior walls, ceilings, floors or fixtures.** This includes signage and trees on the Lena Pope campus. Lena Pope does not allow the use of glitter, confetti, rice, birdseed, sparklers, silly string or balloon releases anywhere on Lena Pope property. **The use of an open flame is strictly prohibited.** Only battery-operated candles may be used. The use of balloon decorations inside the event space must be approved prior to the event. All decorations must be removed by the end of the event as specified on the Rental Contract. Nothing may be left for next day pick-up.

Possession, ignition or detonation of any explosive device, fireworks, liquids or objects that are flammable or could cause damage by fire or explosion is prohibited.

Security
A uniformed Fort Worth police officer is required for all after hours/weekend social events. Security officers will be arranged by Lena Pope. The fee for one uniformed officer is $50 per hour. When alcohol is served, one uniformed officer will be required for every 100 guests. The fee for a second officer, if needed, will be an additional $50 per hour.

Smoking
All Lena Pope buildings and grounds are tobacco and smoke-free environments (including e-cigarettes). The Event Host is responsible for communicating and enforcing this policy with guests. Non-compliance with the smoke and tobacco-free policy may result in early termination of the event or additional charges.

Illegal Substances/Firearms
Illegal substances and firearms are strictly prohibited on any Lena Pope property including all parking lots. The Event Host is responsible for communicating and enforcing the policy with guests.

The presence of any illegal substance or firearms may result in immediate cancellation of the event and additional charges.
Usage Guidelines

Alcohol Use
No alcoholic beverages will be allowed without written permission from Lena Pope. Such permission will be specified in the rental contract or invoice/event order. Alcoholic beverages may be brought into the facility only by the approved catering service hired by the Event Host. All alcoholic beverages must be served by a Texas Alcohol and Beverage Commission (TABC) licensed bartender. Beer can only be served out of bottles or cans of 12 ounces or less. Keg beer is not allowed. Champagne fountains are not allowed. Shots, jello shots or any other drinking game that is deemed inappropriate will not be permitted. Only five-gallon frozen drink machines will be allowed and must be on a cart with a protective floor covering under the cart to protect the floor and carpet. Frozen drink machines may not be placed on any counter tops or tables.

The Event Host is responsible for ensuring that alcoholic beverages do not leave the event space. Alcohol may only be consumed within designated areas within the event space and may not be taken to the parking lot. The legal drinking age in Texas is 21. The Event Host, catering vendor and bartenders shall not permit alcohol to be served to minors. All guests should be prepared to present proper identification.

Lena Pope expects responsible alcohol service. If, during the event, the catering vendor, bartenders, security or Lena Pope staff deem alcohol consumption to be excessive, Lena Pope has the authority to discontinue alcohol consumption and service at the event and to evict any offending guest from the event space and surrounding property.

The Event Host will be responsible for communicating and enforcing this policy with guests. Non-compliance of this policy may result in early termination of the event and/or additional charges.

The bar may be open a maximum of 3.5 hours and must be closed 30 minutes prior to the event’s ending time.

Music
All forms of entertainment such as live bands and DJ’s must conform to local ordinances and must be approved in advance of the event. In consideration of the surrounding neighborhood, Lena Pope reserves the right to limit music volume and song content. All bands and DJ’s must provide Lena Pope with required insurance documentation.

Audio and Visual Equipment
Use of Amon Carter Center audio and visual equipment must be coordinated in advance and will be documented on the invoice/event order. Use of personal audio and visual equipment is prohibited.

Vendors/Rental Deliveries
All rented items, such as stages, props or other decor, must be delivered, installed and removed within the occupancy period specified in the contract/event order. Failure to remove items by the designated time may result in additional rental fees.

Insurance Requirements
The Event Host is required to procure and maintain for the entire time of the event, at Event Host’s sole cost and expense, a General Liability insurance policy for limits of not less than $1,000,000 per occurrence and $2,000,000 in the aggregate with Lena Pope named as an additional insured. The policy must be received by Lena Pope at least 7 days prior to the event.