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TRAHC’s Regional Arts Center

The perfect setting for your upcoming event!

321 W Fourth St, Texarkana, TX

# History

* 1909: Construction begins on the exquisite, historic Regional Arts Center (RAC) as a U.S. Federal Courthouse.
* 1911: Construction is completed.
* 1933: The building is donated to Bowie County.
* 1985: The Texarkana Regional Arts and Humanities Council (TRAHC) leases the building from Bowie County to develop as a Regional Arts Center
* 1992: Renovations are completed, and the entire west end of the first floor is made into museum quality, high security exhibit space.
* 1992: In addition, the same nationally renowned decorative artisans who embellished the beautiful Perot Theatre also exquisitely refinished the first and second floors, including the former courtroom, now the Horace C. Cabe Great Hall. It is without a doubt the most elegant room in the region.

*Come in and take the time to notice the fine architecture and detailing, arched windows, beautiful copper cage elevator from 1913, brass railings and magnificent ceilings as you occupy its original marbled floors.*

For further information regarding TRAHC events or to set up a consultation:

Please call 903-792-8681 for the Event Coordinator.

TRAHC’s Regional Arts Center FAQ

***Q: What kind of events can I have here?***

A: TRAHC’s Regional Arts Center is the perfect spot for all kinds of events! We have hosted weddings, receptions, wedding showers, birthday parties, bridal photoshoots, baby showers, business meetings, professional development conferences, reunions, and everything in between!

***Q: How much does it cost?***

A: Please see our “TRAHC Event Packages” document for more information on pricing. If you have a question about the pricing or want to know more about our TRAHC member and non-profit rates, please call our Event Coordinator at 903-792-8681 or email us at artsinfo@trahc.org

***Q: Are we required to pay a deposit?***

A: Yes, a Security Deposit is required along with submission of the Usage Application to book your date.

***Q: Does the Usage Fee include chairs & tables?***

A: Yes. Please see our “TRAHC Event Packages” document for more information about how many chairs and tables come with each rental package.

***Q: How many people will the Horace C. Cabe Hall accommodate?***

A: This depends on how much furniture is in the room.

* Are you going to seat everyone? If so, plan on 100-110.
* Are you having a few tables but mostly expecting that people will mix and mingle? If so, then you can comfortably have 120 to 150 or so guests.

***Q: Can we have our wedding ceremony and reception in the same place?***

A: Yes! With careful planning and coordination, a small amount of time will be needed to make the transition between the two. The time limit still applies though, so if you plan to do both, you'll need to consider how elaborate your ceremony will be and how much time you want to allow for the reception. An **extra fee of $300** is required to allow three (3) staff to reset the room. Be aware that the second floor must be vacated for approximately 30-45 minutes during this process due to insurance and fire code laws.

***Q: If we have our wedding here, can we have a walk through rehearsal?***

A: Yes! Please see our “TRAHC Event Packages” document for more information on the hours you have before and after your rental. If you need hours outside of those provided in your package, there will be an additional rate.

***Q: Can we have a rehearsal dinner here even if our wedding or reception is not held here?***

A: Of course! Just check with the TRAHC Event Coordinator about hours and pricing.

***Q: Is there a place where the bride can dress or wait before the ceremony?***

A: Yes, there is a room we set aside for you to use. Plus, there is plenty of space there for your bridesmaids also, and a separate space for the groom and his groomsmen.

***Q: Can we serve alcohol?***

A: Yes. There is an additional **$300 deposit** required. We do not furnish the bar or servers. You will have to arrange for these on your own. Usually, a good caterer can arrange for a bartender if desired. YOU MAY NOT SELL ALCOHOL OF ANY KIND WITHOUT a temporary permit purchased through the Texas Alcoholic Beverage Commission, which typically takes a minimum of 10 business days to procure the license. **Please contact** **TABC** **Arlington office (903-939-0481, ext 2300) or go to TABC’s website for more information.**

***Q: Does my deposit apply to the Facility or Equipment Usage Fees?***

A: No. Deposits are kept until a Post-Event inspection has been done and TRAHC staff has determined that no damages occurred as a direct result of the event. IF such damages are detected, you will be notified after your event. More than 90% of our clients have had their deposits refunded.

***Q: What if I have to cancel? Will I get my deposit back?***

A: If you call to cancel at least 12 weeks (3 months) prior to the booked date, we require that you confirm your cancellation in writing (email is acceptable). Once we receive your written request, we put in an order for your refund, which should be sent to you within (10) ten working days of the order. You'll receive 80% of the Security Deposit, plus 100% of any other payments made. If you cancel less than 12 weeks (3 months) prior to the booked date your Security Deposit or any other amounts will not be refunded.

***Q: What is this Certificate of Liability Insurance requirement all about?***

A: A Certificate of Liability Insurance showing TRAHC as an additional insured party protects you as the LESSEE from claims of property damage, theft, etc., and if applicable, claims due to alcohol related accidents. We have sources for this requirement if your current policy will not extend this event coverage, or if you need a more affordable option than what you have been quoted.

***Q: Are we responsible for clean up afterward?***

A: You are responsible for getting any food & beverage items and trash out of the building. We ask that you attend to any spills or food, TRAHC will vacuum and reset the space. Of course, anything that personally belongs to you should also be removed. TRAHC cannot be held responsible for misplacement, loss or theft of unsecured items. Non-TRAHC Equipment is generally kept in a holding area and picked up on the first business day after the event, unless you make other arrangements. Basically, IF it is icky, sticky, and/or smelly, get it out and we will be happy with you!

***Q: Do you provide catering?***

A: No, but we do have a list of caterers, many of whom have worked in our building many times through the years. Your usage agreement includes use of the kitchen and workroom. We do need to visit about what is on the menu, to make sure our sensitive building's best interests are understood from the start.

***Q: Do we have to be out of the building by midnight?***

A: Yes. However, you may arrange for extended hours after midnight for an extended fee, but this must be done in advance, be included in your usage agreement and paid in full along with the other fees.

***Q: Are we required to have a dance floor for dancing?***

A: No, you may dance on the carpet. TRAHC does not currently offer a modular dance floor for rentals, so you will have to rent it from another agency if you prefer to use one and the rental agency is responsible for bringing it, setting up, taking down and picking up. Remember also, **with a modular dance floor you lose table space.**

***Q: Can we have a DJ or a band?***

A: Yes. We have an **80-db limit** for continuous sound, but generally this works quite well for most DJs and bands, and, frankly, is plenty loud enough for the space. Keep in mind, the larger the band, the more equipment they use, the smaller your audience space will be.

***Q: Can we use the piano?***

A: Yes. Our beautiful baby grand lives in the Horace C. Cabe Great Hall, and it may be played. If not being played, the cover must remain on the piano. We have the piano tuned twice each year, so it should be adequate for most events. If you determine to have it tuned just for you, you will be responsible for that expense. NOTE: our piano LIVES in the room. We will move it for you at your request, but we cannot/will not move it OUT or across the room! Please let us know in advance (during business hours) if it will need to be moved. **LESSEE MUST NOT MOVE IT THEMSELVES!** Moving the piano buckles the carpet and puts undue stress on the piano legs. We will assess and a **penalty** **of $150**. SERIOUSLY! Don't move it. Come find us prior to the date of the event, ask and it shall be done!

***Q: When do I have to have everything paid?***

A: Your Security Deposit is paid right up front to get you started and get your date booked on the TRAHC Calendar. If you plan to serve alcohol, that **$300** additional deposit is also due upon your booking. The usage fee plus any other charges will be due the day of the event, but you are more than welcome to pay ahead. Your security deposit will be returned after the post-event inspection has occurred and any additional charges have been tallied.

***Q: Can we set up some things the day before?***

A: Please check our “TRAHC Event Packages” document for more information about the hours you have to set up included in your package. If you need to more time to set up than is given in your package, additional hours are available for an extended fee.

***Q: Can I have my bridal portraits made here?***

A: Of course! Even if you are not using our lovely Regional Arts Center for your special day, it makes a perfect backdrop for bridal photos. You need to set up an appointment so that we can make sure we have time and space just for you. If you already signed the usage agreement, the fee is included. If you are not using our space for your event, there is a small fee of **$75/hr** which is payable at the time of your session.

***Q: Can I take pictures here?***

A: Yes please! We love seeing our historic building through new eyes. We only ask that you not take photographs of any artwork on display. Photography of exhibits is prohibited. But please take photos of the building, of the architecture, or of the marble staircase and enjoy!

**Tag us on your socials or use the hashtag #RACtxk so we can share your amazing photos!**