

# RENTAL INFORMATION

ROOM	AREA (Square Feet)	DIMENSIONS (Feet)	Theater Seating	Classroom Seating	Reception Style	Banquet Seating
Colonial Capital Ballroom (A, B & C)	12,000	100x120	1,350	770	1,350	1,000
Ballroom A	6,000	60x100	650	375	650	500
Ballroom B	3,500	58x60	390	220	390	250
Ballroom C	2,500	42x60	280	175	260	150
Tryon Room (A & B)	2,030	42x48	225	145	225	150
Tryon Room A	1,100	42x26	140	85	140	90
Tryon Room B	930	42x22	75	55	75	60
Berne Room	1,680	42x40	175	120	175	120
Executive Boardroom	450	19x24				
Heritage Hall	8,000				800	
Promenade	1,900				100	
Riverfront Veranda	3,740				400	100
Entire Facility	29,800					

**POLICY:**

- A complete listing of booking procedures and rules & regulations are enclosed.
- Rental rates reflect initial set-up and dismantle of in-house equipment including tables and chairs. All other equipment and changes in the initial set-up will be billed at the prevailing rates. A linen fee will be applied to final bill.
- Insurance coverage, as required per contract, should stipulate the New Bern Riverfront Convention Center, Craven County, their officers, directors, agents, and employees be named as additional insured.
- Armed Forces Special Event rates are available.
- Move-in / move-out rates are one-half the rate shown.
- Holiday rates may be subject to additional labor charges for holiday personnel.
- The New Bern Riverfront Convention Center estimates a 5% increase in daily rental rates for 2019 and beyond.
- The New Bern Riverfront Convention Center holds all NC permits and has bar pricing available upon request.