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|  | **6705 Dodge Street****Omaha, NE 68182****P 402-554-2444****F 402-554-3189****http://thethompsoncenter.org** | ***Social Event FAQ’S*** |

**Do I have to be a UNO alumnus to host my event at the TTC?**

The TTC is available to the general public as well as UNO students, staff and alumni.

**How do I reserve space at TTC?**

Our process requires the completion of a simple electronic reservation form which will be emailed to you. For more information or to schedule a tour, contact the TTC Director, Steven, at 402-554-3368; email ssummers@unoalumni.org.

**What is your pricing for room rentals?**

TTC pricing structure is straightforward and affordable with many optional amenities available. Please refer to our social information sheet for room pricing and audio visual rental rates or contact the TTC Director, Steven Summers, at 402-554-3368; email ssummers@unoalumni.org.

**Are we required to pay in advance?**

A non-refundable deposit of half the total rental amount is required within 14 days of your signed contract. The deposit is applied to the rental fee. The remaining balance is due no later than one week prior to the event date.

**How many guests can TTC accommodate?**

With two ballrooms and multiple other rooms, TTC offers a choice of flexible and adaptable space for small social gatherings or larger events. Bootstrapper Hall accommodates 240 seated for dinner. Centennial Hall seats 180 for dinner; when combined with our Hospitality Room, seating increases to 250. The outdoor area includes a forty eight seat brick patio. The Thompson Center has all of the accommodations to make your event a success.

 **What catering options are available at TTC?**

Catering Creationsis the Thompson Center’s exclusive caterer, providing all food and beverage service. Catering Creations event planners assist you with planning your function from start to finish. Many extras, including table linens, cloth napkins, tableware and professional serving staff are built into the catering price. Catering Creations presents a wide range of food and beverage options that are customizable to your needs. Menus are available on request. Catering is billed separately. No outside food or beverages are allowed.

**Do you provide alcoholic beverages and service?**

Catering Creations provides alcoholic beverages as well as bartenders to serve alcohol in compliance with the laws of the State of Nebraska and Douglas County. No other alcohol is allowed inside the facility or on the grounds.

**Is parking available and what is the charge?**

Parking at the Thompson Center is ample and free. A permit is required to park in the lot Monday through Friday and is provided electronically at the same time as receiving your confirmed reservation. No permits are required Friday after 5 p.m. and all day Saturday and Sunday.

**Is the set up and clean up included in the final price?**

Yes, all normal clean up and tear down is included in the price.

**Where is the Thompson Center located?**

The Thompson Center is centrally located in Omaha on the corner of 67th and Dodge on the west side of the UNO Dodge Campus.

**Please review the TTC Policies in their entirety for more details and important information.**