

## SCHEDULE OF RENTAL FEES

**Social Events:** birthday parties, anniversaries, weddings, wedding receptions, proms, banquets, receptions, bridal/baby showers, fundraising events, school dances, etc.

Rental rates listed below are for a 5 Hour block for weekdays (Mon. – Thurs.) and 8 Hour block for weekend (Fri. – Sun.) from access to tear down.

Room	Base Fee Weekday-- 5 Hour Block	Base Fee Weekend-- 8 Hour Block	Over Base Fee Hours-- Per Hour Charge	Deposit amount due at time of confirmation
Wilkins Room	\$100.00	\$150.00	\$20.00	\$50.00
Ballroom A	\$250.00	\$400.00	\$25.00	\$150.00
Ballroom B	\$250.00	\$400.00	\$25.00	\$150.00
Ballroom A & B	\$500.00	\$800.00	\$50.00	\$200.00
Entire Facility (Includes Kitchen)	\$600.00	\$1,000.00	\$50.00	\$300.00
Kitchen (ice only)	\$75.00 (\$25.00)	\$75.00 (\$25.00)		

The following is a list of charges for Day-Before Move-In

Note: Day-Before Move-In covers the hours of 4p – 10p. Day-Before Move-In time is subject to space availability and may be scheduled no earlier than 15 days prior to event date. This time is for set-up of move-in of equipment or items. This is not for time when food/beverages will be consumed by guest.

Room	Day Before Move-In (Up to 3 hours)	Day Before Move-In (Over 3 hr, Maximum of 6 hrs.)
Wilkins Room	\$50.00	\$75.00
Ballroom A	\$100.00	\$200.00
Ballroom B	\$100.00	\$200.00
Ballroom A & B	\$200.00	\$400.00
Entire Facility (Includes Kitchen)	\$250.00	\$500.00

### Please Contact Management for prices for following events:

**Business Events:** Seminars, training classes, workshops, mini-conferences, business retreats, staff meetings, etc.

**Commercial Events:** Groups, businesses & individuals hosting events for profit.

**Not-for-profit Events:** Any event hosted by non-profit organization.

## OTHER FEES & CHARGES

**Refundable Damage Deposit:** Damage Deposit is due at the time of final payment. A separate check should be issued for refundable damage/cleaning deposit.

<b>Refundable Damage Deposit</b>	
Wilkins	\$50
Ballroom A or B	\$100
Ballroom A & B	\$150
Entire Facility	\$200

**Cleaning Deposit:** Cleaning Deposit is due at the time of final payment. Cleaning deposit is refundable if facility is cleaned according to checklist (see cleaning checklist). A separate check should be issued for refundable damage/cleaning deposit.

<b>Cleaning Deposit</b> (Refundable if cleaning checklist is approved)	
Wilkins Room	\$50
Ballroom A or B	\$150
Ballroom A & B	\$300

**Equipment and Service Charges:** Equipment is subject to availability.

<b>Equipment and Service Charges</b>	
LCD Projector & Laptop	\$100.00
Microphone (N/C for 1 mic)	\$10.00
Flip Chart w/ easel	\$10.00
Phone Connection	\$10.00
Stage	\$300 - \$500
Fax	\$2.00 per fax
Copies	\$.20 per copy

**Security Officers:** Security officers are required for any event with alcohol and may be required for other events (decision of management).

<b>Security Officers</b>	<b>\$25.00/hr per officer</b>
<b>Events with alcohol</b>	
Up to 150 people	Minimum of 1 officer
150 to 300 people	Minimum of 2 officers
300 people up	Minimum of 3 officers

**Additional Staff:** Additional staff may be needed due to number of people attending event or type of event (decision of management).

Additional Staff	\$12/hour
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