

Jefferson Civic Center 2017 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	\$50.00	*
Ballroom A or B	\$300.00	\$450.00	\$50.00	*
Ballroom C	\$350.00	\$500.00	\$50.00	50% of room rental fee
Ballroom A & B	\$600.00	\$900.00	\$75.00	*
Entire Facility (Includes Kitchen)	\$1050.00	\$1,550.00	\$100.00	*
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 for up to 6hrs. Day-Before Move-In time is subject to space availability. 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.)	Day Before Move-In (10a – 10p, reserved more than 60 days prior)
Wilkins Room	\$50.00	\$75.00	\$90.00
Ballroom A or B	\$150.00	\$225.00	\$270.00
Ballroom C	\$175.00	\$250.00	\$300.00
Ballroom A & B	\$300.00	\$450.00	\$540.00
Entire Facility (Includes Kitchen)	\$540.00	\$775.00	\$930.00

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.

Refundable Damage Deposit	
Wilkens	\$100*
Ballroom A, or B	\$200*
Ballroom A & B, or C	\$300*
Entire Facility	\$600*
*Events with alcohol may have an additional charge	

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.

Cleaning Deposit (Refundable if cleaning checklist is approved)	
Wilkens Room	\$50*
Ballroom A, or B	\$150*
Ballroom A & B, or C	\$200*
Entire Facility	\$400*
*Events with alcohol may have an additional charge	

Equipment and Service Charges: Equipment is subject to availability.

Equipment and Service Charges	
Dance Floor	\$250.00
LCD Projector	\$50.00
Microphone (N/C for 1 mic)	\$10.00
Flip Chart w/ easel	\$10.00
Phone Connection	\$10.00
Stage (panel-8' x 4')	\$75 per panel
Copies	\$.20 per copy
Audio Connection for laptop	\$10.00

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

Lessee must contact Jefferson Police Department to schedule and pay for security officers. 706-367-4323

Security Officers	\$30.00/hr per officer
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Additional Staff: Additional staff may be needed due to number of people attending event or type of event (decision of management).

Additional Staff	\$15/hour
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