

## COST EXAMPLE FORM

### \$ 750.00 DEPOSIT MUST BE PAID BEFORE BOOKING ON CENTER CALENDAR

#### Special Notes:

1. Renter may use only a caterer who is licensed and bonded to serve food and/or alcohol.
2. Renter may only rent Center tables and chairs -- see below for price list. If alternate equipment is needed, the Center must be paid a fee equivalent to rental of Center's tables and chairs.
3. Security must be set up for events by Center staff, or arranged for by renter and approved by Center staff.
4. Security must arrive 30 minutes prior to event and remain 30 minutes after event ends.
5. Damage Deposit and balance must be paid one week prior to event.
6. Only electric or battery candles are permitted. Center does not provide linens.
7. Artwork may not be moved.

<b>Rental Fee</b>	<b>\$900</b>
<b>Security (required)</b>	<b>\$35 per hour payable to security officer</b>
<b>Damage Deposit (Refundable)</b>	<b>\$500</b>
 Chairs	 \$3.50 (White) ~ (115)
	\$4.50 (Gold) ~ (128)
(23)~ 48" Round Tables (Seat 6 )	\$6.00 each
(18)~ 72" Long (Buffet)	\$8.00 each

#### EXAMPLE

Wedding Reception  
100 people  
6:00 pm – 11:00 pm  
Estimated Cost

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<b>Base Rental Fee</b>	<b>\$ 900</b>
<b>Security</b>	<b>210 (6 hours including 30 minutes before &amp; after event)</b>
<b>Tables</b>	<b>134 (17 Round @ \$6/each; 4 Long @\$8/each)</b>
<b>Chairs</b>	<b><u>350</u> (100 chairs at \$3.50 each)</b>
	<b>\$ 1,594</b>
<b>Damage Deposit (+)</b>	<b><u>500</u> (Refundable)</b>
<b>TOTAL</b>	<b><u>\$2,094</u></b>