

COST EXAMPLE FORM

\$ 450.00 DEPOSIT MUST BE PAID TO SECURE RENTAL SPACE 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 available Center equipment -- 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 the event and remain 30 minutes after the event ends.
5. Damage Deposit and balance must be paid at least two weeks prior to the event.
6. Only electric or battery candles are permitted. Center does not provide linens.
7. Artwork may not be moved.

Rental Fee	\$900
Security (required)	\$35 per hour payable to security officer
Damage Deposit (Refundable)	\$500
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

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