



Assembly Hall Rental Rate (includes pre-function area and catering kitchen)

	<i>Non-Profit/Reg Hours**</i>	<i>Non-Profit/After Hours^</i>	<i>Business-Social/Reg Hours**</i>	<i>Business-Social/After Hours^</i>
Rental Fee (8 hours)*	\$300	\$500	\$550	\$700
Holiday Fees Upcharge ***	N/A	20%	N/A	20%
Setup Fee	\$100	\$150	\$100	\$150
Room Flip Fee	N/A	N/A	\$150	\$300
Alcohol Permit - No Sales	\$100	\$100	\$100	\$100
Alcohol Permit (For Profit Business) - Sales	\$100	\$100	\$500	\$500
Refundable Damage Deposit	\$250	\$250	\$250	\$250
Additional Hours	\$100	\$100	\$100	\$100
Commercial Kitchen	\$250	\$250	\$250	\$250
AV Fee	TBD	TBD	TBD	TBD

*Includes tables, chairs, pre-function room, and catering kitchen (no self-setup)

** Regular Hours: Monday- Thursday 8 a.m. to 9 p.m.; Friday 8 a.m. - 5 p.m.; Saturday 8 a.m. - 3 p.m. (Sundays closed)

*** Holidays and 3 day holiday weekends

^If rental includes any time outside of regular hours then entire rental is charged the after hours rate

Rental Guidelines

1. Reservation must be made at least 30 days in advance (if space is available, shorter notice may be considered)
2. Reservations may be made up to 18 months in advance
3. No more than 1 rental per quarter except for use Monday through Friday, 8 a.m. - 5 p.m. which are allowed on a monthly basis (1 per month)

<u>Payment Schedule</u>	
1. Reservation hold for 7 days	\$0
2. Down payment: Due on 8th day to hold	Damage deposit & 50% of total cost
3. Reminder Due:	90 days before event
4. Damage deposit refunded	Within 30 days of event
<u>Cancellations & Refunds</u>	
121 or more days prior	100% refundable minus \$50 processing fee
91 - 120 days prior	75% refundable
61-90 days prior	50% refundable
60 days or less	Damage deposit only