

Civic Center Rental

SECTION 1: TYPE OF EVENT

- | | |
|--|--|
| <input type="checkbox"/> Festival
<input type="checkbox"/> Wedding/ Reception
<input type="checkbox"/> Exhibits/ Trade Show
<input type="checkbox"/> Music Concert/ Festival
<input type="checkbox"/> Athletic Event | <input type="checkbox"/> Rally/ Political/ Memorial
<input type="checkbox"/> Birthday Party
<input type="checkbox"/> Holiday Party
<input type="checkbox"/> Other _____ |
|--|--|

SECTION 2: EVENT DETAILS

Estimated Attendance: _____ Number of Booths/ Vendors: _____

Will you have:

- Food
 - Caterer Name: _____
- Alcohol
 - BYOB or Bar: _____

Will you need:

- Tables or Chairs
- Use of the Loading dock
- Extra Electricity (Spider Box \$450)
- Special Requests/ Needs (Ice, Storage): _____

SECTION 3: BOOKING INFO

Event Date:	
Set Up Time:	
Event Time:	
Tear Down/ Clean Up:	
Alcohol in Building Time:	

SECTION 4: ADDITIONAL FEES

Cleaning:	Set Fee	\$400.00	
			Cleaning Total: \$
Security:	1 officer per 100 people	\$20/ hr x _____ hrs	
	*Mandatory for alcohol		
			Security Total: \$
B.A.s	2 Building Attendants	\$28/ hr x _____ hrs	
			B.A. Total: \$
Grand Total of Additional Fees:			\$

SECTION 5: RENTAL ROOM/ RATES

Room:	Price:	Hours Needed	Rental Total
Rotunda:	\$80.00/ \$85.00 (Mon- Fri) *Max Daily: \$800.00/ 850.00		
	\$100.00/ \$105.00 (Sat – Sun) *Max Daily: \$1000 / \$1050		
Meeting Room 1:	\$25.00/ \$35.00 (Mon- Fri) *Max Daily: \$125.00/ 150.00		
	\$35.00/ \$40.00 (Sat – Sun) *Max Daily: \$175 / \$200		
Meeting Room 2:	\$35.00/ \$40.00 (Mon- Fri) *Max Daily: \$175.00/ 200.00		
	\$45.00/ \$50.00 (Sat – Sun) *Max Daily: \$450 / \$500		
Room 1 & 2:	\$50.00/ \$55.00 (Mon- Fri) *Max Daily: \$250/ 275		
	\$65.00/ \$70.00 (Sat – Sun) *Max Daily: \$650/700		
Community Room:	\$50.00/ \$55.00 (Mon- Fri) *Max Daily: \$250/ 275		
	\$65.00/ \$70.00 (Sat – Sun) *Max Daily: \$650/700		
All Meeting Rooms	\$95.00/ \$100.00 (Mon- Fri) *Max Daily: \$475/ 500		
	\$125.00/ \$130.00 (Sat – Sun) *Max Daily: \$625 / \$650		
Plaza:	\$25.00/ \$30.00		
Kitchen:	\$15.00/ \$20.00 With Rental		
	\$20.00/ \$25.00 W/O Rental		
Entire Facility:	\$170.00/ \$175.00 (Mon- Fri) *Max Daily: \$1360.00/ 1400		
	\$220.00/ \$225.00 (Sat – Sun) *Max Daily: \$1760.00/ 1800		
Grand Total of Rental Fees:			\$

GRAND TOTAL OF RENTAL: \$

Customer Name: _____

Telephone: _____

Email: _____

\$200 deposit paid: _____

Total Rental Fees Due: _____