



Rental Manager
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Lobby, Meeting Room and Gymnasium Rental Rates Effective September 1, 2020

FACILITY RENTAL

Lobby Rental: This elegant space with views of Puget Sound and the Olympic Mountains can accommodate approximately 150 people standing, 100 people seated theatre style or 60 people seated at round tables. The outdoor plaza can be enjoyed as additional space in the warm summer months.

Commercial Organizations, Private Parties	5 hr. block	\$800.00
Non-Profit and Educational Organizations	5 hr. block	\$600.00
Lobby Overtime, for exceeding scheduled rental blocks.	per hour	\$100.00

**Setup of chairs and tables in advance of client's arrival is included in the base rate.*

Multi-Purpose Meeting Rooms: Located on the second floor of ECA's classroom wing are three adjacent and flexible spaces to accommodate a wide range of uses. Please note that these rooms retain the original retro character of a school building. Access to these rooms can be either through the theatre lobby, or through our administrative entrance. The North Classroom is leased 10 months a year and is only available in the summer.

Meeting Room Rental – Weekdays, 8am – 5pm. Billed in increments of 1 hr.

Includes tables & chairs. Does not include rental of equipment or set-up labor.

3 Rooms available: North Classroom (744 sq. ft., max. occupancy 49)-summer only	\$40.00/hr
South Classroom (910 sq. ft., max. occupancy 49)	\$40.00/hr
Center Classroom (2000 sq. ft., max. occupancy 300)	\$80.00/hr
Govt/Non-Profit Weekday Rate (Center Classroom)	\$45.00/hr

Meeting Room Rental – Before 8am, Evenings after 5pm and Weekends. Billed in increments of 1 hr.

Includes tables & chairs. Does not include rental of equipment or set-up labor.

2 Rooms available: North Classroom (744 sq. ft., max. occupancy 49) -summer only	\$50.00/hr
South Classroom (910 sq. ft., max. occupancy 49)	\$50.00/hr

Center Classroom Special Event Rental – Evenings after 5pm and Weekends. Billed as a five hour block.

2000 sq. foot room, plus registration/welcome entry and storage/catering support space.

One guest services attendant, catering surcharge. Audio-Visual support available at current labor rates.

Commercial Organizations, Private Parties	5 hr. block	\$600.00
Non-Profit and Educational Organizations	5 hr. block	\$500.00

**Setup of chairs and tables in advance of client's arrival is included in the base rate, excluding labor.*

Full Size Basketball Gymnasium: One of a kind smartcell rubber floor surface. 95' X 45', regulation basketball hoops, and bleacher seating for up to 500. Maximum Occupancy 1398.

Gymnasium Rental –Athletic Event; practice	per hour	\$50.00
Gymnasium Rental –Athletic Event; game	per hour	\$65.00
Gymnasium Rental – Special Event; *may require City Permit	per 5-hour block	\$550.00
Gym overtime, for exceeding scheduled rental block	per hour	\$100.00
Set up prior to client arrival	per hour plus labor	\$50.00

Audio-Visual Equipment

Portable Sound System - <i>Includes 1 wired microphone, 2 speakers, iPod/Phone/Computer audio input</i>	per event	\$80.00
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*Sound Engineer may be contracted upon request at an additional cost and is not included in space rental.

Classroom LCD Projector & screen	per day	\$80.00
Smart Board	per day	\$40.00
Display Easels	per day	NC

Other Equipment

Tables: 4', 6' 8' Banquet, 60" Round (12) 24" Cocktail (3) 30" Cocktail (25)		NC
Chairs		NC
Lectern		NC
Table Cloths, Black	each	\$7.00
Table Skirts, Gray	each	\$7.00
Pipe and Drape		NC
Gymnasium Carpet *Requires additional labor cost (4 ppl x 4-6 hours)		\$300.00

**Additional equipment rental or special equipment purchases may be arranged through ECA.
There will be a 15% admin fee added to the total of the equipment rented or bought through ECA.

Staff Rates:

Room setup, Front of House staff	per hour	\$35.00
Audio-Visual Technician	per hour	\$35.00

Overtime Rates:

Staff employed for over 8 hours in one day, or on an ECA observed holiday.	per hour	\$52.50
Staff employed between the hours of 12:00AM and 7:00AM.	per hour	\$52.50

Other Fees:

Catered Event Cleaning Fee	per day	\$100.00
Meal Penalty Fee for staff not provided a 30 min meal break after 5 hours of work		\$250.00