

## Seasonal Rates:

### Ballroom – Saturday and Sunday

March – December: **\$2000 Saturday and Sunday (Friday set up for Sat event- \$500 (9-3pm))**  
January- February: **\$1400 Saturday and Sunday (Friday set up for Sat event- \$500 (9-3pm))**  
**\$1200 Friday (year round)**

**MAJOR HOLIDAYS on Weekends (New Year's Day, Easter): \$2500**

### Building Available:

9:00 AM to 12:00 Midnight

### Guidelines:

- You set-up – we take down
- You select your own caterer
- Maximum 150 guests for a formal sit-down or buffet-style dinner
- Maximum 225-250 guests for hors d'oeuvres, some seating
- \$500 Non-Refundable Deposit to reserve the date
- \$400 Refundable Damage Deposit is also due at the time you reserve a date
- Balance of rental fee is due 6 months prior to your event

**Non-profit organization rate: Friday, Saturday, Sunday \$625 (9 am- midnight)**

### Ballroom – Monday through Thursday

Tables & Chairs included in the rental fee. Drop down projection screen available but no a/v equipment.

**Flat Rate (any month):\$600**

### Building Available:

9:00 am – 11:00 pm

**MAJOR HOLIDAYS on Weekdays (Thanksgiving, New Year's Day): \$800 (New Year's Eve and Christmas are not available)**

### Guidelines:

- You set-up – we take down
- You select your own caterer
- Maximum 150 guests for a formal sit-down or buffet-style dinner
- Maximum 225-250 guests for hors d'oeuvres, some seating
- \$300 Non-Refundable Deposit to reserve the date
- \$200 Refundable Damage Deposit is also due at the time you reserve a date
- Balance of rental fee is due 6 months prior to your event

**Non-profit organization rate: \$300 Rental must be made in the name of the non-profit organization and a copy of your tax exempt paper work is required.**

### Wedding Rehearsals

If held during normal office hours, the wedding rehearsal is at no charge to couples renting the Center for their event

If held outside normal office hours, \$500 to rent facility the day before, there is a \$50 charge for opening and closing the Center

**Private Conference Room includes kitchen use –\$50.00 per hour. Minimum 2 hours (no weekends).**

**Room Available:** 9:00a.m. – 11:00 pm

### Guidelines:

Maximum capacity is 25 people If event begins or ends outside of office hours, there is a \$50 fee to open and/or close the building

**We accept Mastercard, Visa, cash and personal checks for payment of deposit and fees.**