

## Price Schedule

Facilities (Hours 8 a.m. to 12 midnight*)	Price	Total
Deposit (to be <b>PAID @ signing of contract</b> to reserve date & to be returned the Monday after event following a satisfactory venue inspection & after all previously unscheduled service hours are paid in full)	\$450	

**Facilities Prices listed below are per day & MUST be paid at least ONE (1) month in advance to keep date booked.**

Auditorium (includes Kitchenette)	4,290 sq. ft. Seats 350 people		Days @	\$450	
• Add Dining Room	Seats 75 people		Days @	\$75	
• Add Magnolia Room and other side rooms	456 sq. ft. (19x24) Seats 36 People		Days @	\$75	
Dining Room ONLY (includes Kitchenette)	Seats 75 people		Days @	\$150	
Magnolia Room ONLY (includes Kitchenette)	456 sq. ft. (19x24) Seats 36 People		Days @	\$150	
Board Room	Seats 16 People		Days @	\$150	
Alcohol/Liquor Present? ( <b>Outside security MANDATORY</b> )		<b>YES or NO</b>		<b>\$200</b>	
*Additional event hours after midnight			Hrs @	\$50	
Any hours not previously stated in contract			Hrs @	\$50	

**Facilities Subtotal:**

Linens	Price	Total
Tablecloths 52" Square (ask about colors)	Cloths @ \$10	
Tablecloths 70" Square (ask about colors)	Cloths @ \$10	
Tablecloths 60" Round/Rectangle (White ONLY)	Cloths @ \$10	
Napkins (White ONLY)	Npks @ \$2	

**Linens Subtotal:**

**RENT Subtotal (Facilities + Linens) paid to MEALS ON WHEELS:**

Personnel/Service Hours** ( <b>Paid separately &amp; due WEEK before</b> )	Price	Total
Set-up Fee for hours outside of Rental Day ( <b>Fri 4 p.m. to 10 p.m.</b> )	Hrs @ \$25	
Building Supervisor (after hours set-up ( <b>Friday 4 p.m. to 10 p.m.</b> ) <b>AND</b> event times)	Hrs @ \$15	
Cleaning Services ( <b>MANDATORY</b> for events over 100 attendees)	Days @ \$100	
Security ( <b>MANDATORY</b> for events over 100 attendees &/or when alcohol is present)	Days @ \$100	

**Personnel/Service Hours Subtotal:**

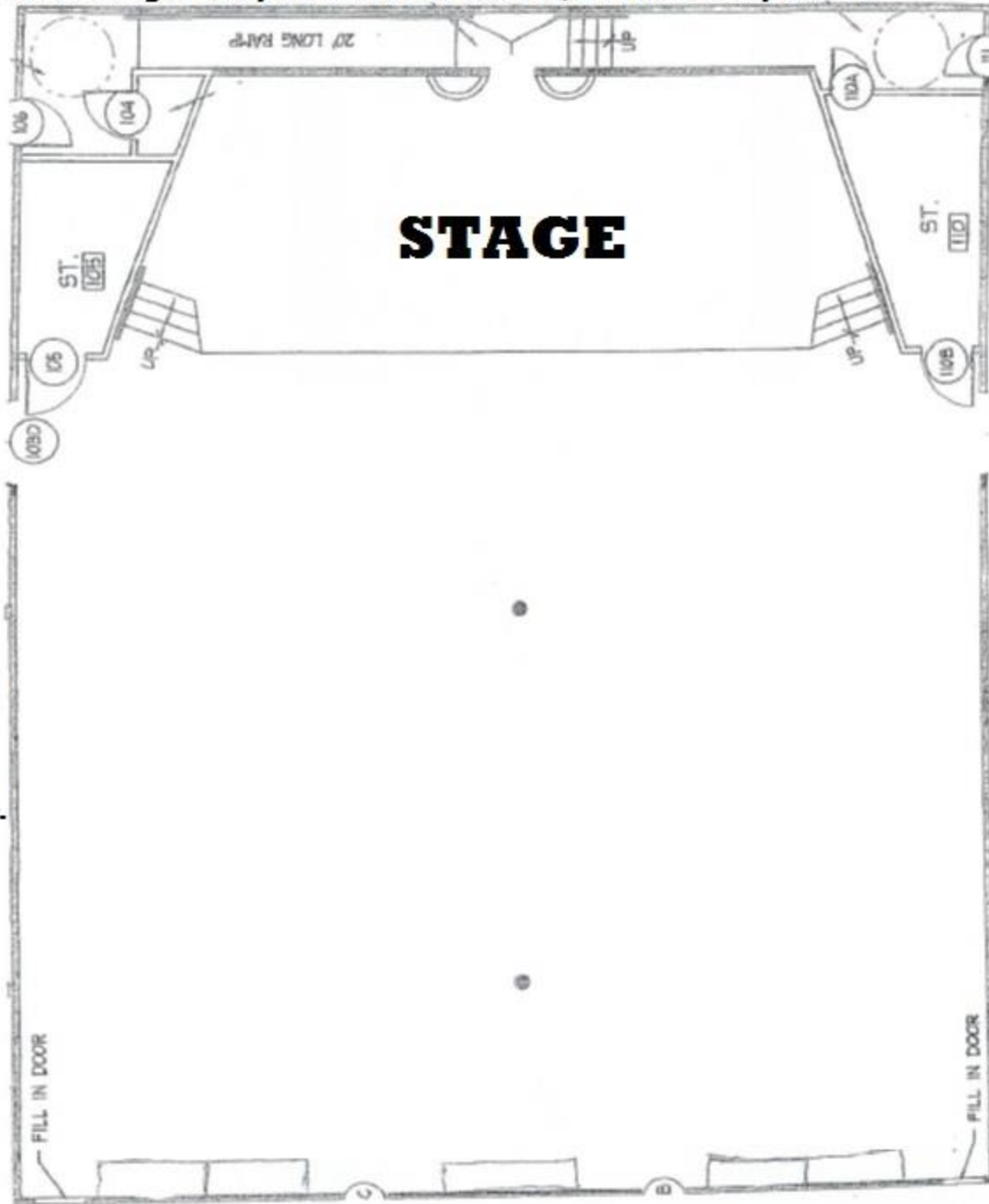
**GRAND TOTAL:**

**\*\*Building Supervisor, Security, and Cleaning Services MUST be paid NO LATER than the WEEK BEFORE the event and MUST be paid in cash or with separate checks.**

**REFUNDS CAN ONLY BE MADE WHEN CANCELLATION IS DONE AT LEAST ONE MONTH BEFORE THE EVENT DATE.**

# BUILDING RENTAL AUDITORIUM SETUP

Please indicate on the diagram how many & what type of tables you would like set up, what arrangement you would like them in, and how many chairs.

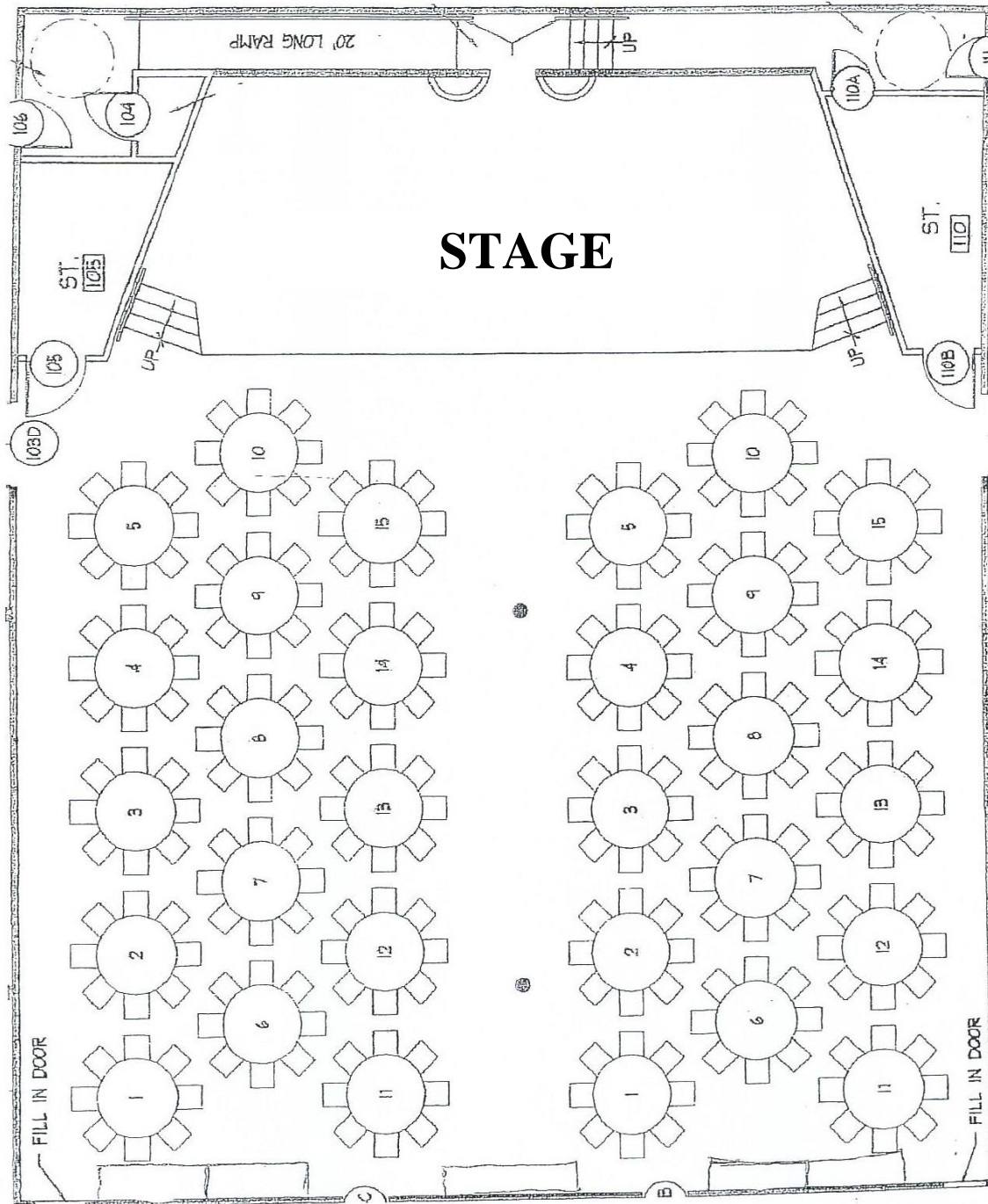


The dots in the center are support columns.

Seating for: **up to 350 Guest Plus Stage**

# BUILDING RENTAL AUDITORIUM SETUP

This is a typical setup.



## Seating for 240 Guest Plus Stage