FACILITIES RATE SHEET:

DEPOSIT (Refundable):	**Private / Business:**	500.00	Alcohol	300.00	No Alcohol
	Non-Profits:	100.00	No Alcohol	300.00	Alcohol

APPLICATION FEE (Non-Refundable): 61.00

RENTAL FEES (Per Hour, Kitchen w/Rental is a flat fee):

Huerta Gym:

Equipment: 300 chairs, 40 tables (rectangular - 6 feet long / 2'-7" wide)
*Each table seats up to 8 people

Resident: Private/Business	$141	Kitchen w/rental: $287
Resident Non-Profit	$126	$259
Non-Resident: Private/NP/Business	$154	$315

Seating: 306 dining 655 assembly/dance

Community Center:

Equipment: 200 chairs, 36 tables (rectangular - 5 feet long / 2'-7" wide)
*Each table seats up to 6 people

Elsbree/Renee Rooms:

Resident: Private/Business	$141	Kitchen w/rental: $275
Resident Non-Profit	$126	$247
Non-Resident: Private/NP/Business	$154	$303

Seating: 180 dining 380 assembly/dance

Elsbree Hall:

Resident: Private/Business	$129	Kitchen w/rental: $275
Resident Non-Profit	$116	$247
Non-Resident: Private/NP/Business	$143	$303

Seating: 135 dining 285 assembly/dance

Renee Room:

Resident: Private/Business	$106	Kitchen w/rental: $275
Resident Non-Profit	$95	$247
Non-Resident: Private/NP/Business	$116	$303

Seating: 45 dining 95 assembly/dance

Senior Recreation Ctr:

Equipment: 100 chairs, 15 tables (rectangular - 6 feet long / 2'-7" wide)
5 round tables (60") *both sizes seat up to 8 people

Large Room:

Resident: Private/Business	$95	Kitchen w/rental: $138
Resident Non-Profit	$85	$120
Non-Resident: Private/NP/Business	$103	$151

Seating: 93 dining 183 assembly/dance

Small Room:	Resident: Private/Business	$83	Kitchen w/rental:	$138
	Resident Non-Profit	$72		$120
	Non-Resident: Private/NP/Business	$91		$151

Seating: 15 dining 30 assembly/dance

Outdoor Picnic Area:	Resident: Private/Business	$66
	Resident Non-Profit	$60
	Non-Resident: Private/NP/Business	$73

Additional Fees:

Transfer Fee	$40/per request
Rehearsal Fee	$77/per hour
Custodial Fee	$117 flat fee
(4 or more hours with 100 or more people)	
*Facility Attendant	$45/per hour

**Facility attendant fees will be charged in the event added staff is required for an event.*

Council Chambers:

Resident: Private/Business	$83
Resident Non-Profit	$75
Non-Resident: Private/NP/Business	$91

EXTRA FACILITY ATTENDANT FEE: $43.00/hr. (clients pay fee for 2nd attendant if required by TOWN).

SECURITY: Security guards are REQUIRED if ALCOHOL is served. One (1) security guard per fifty (50) people. Client(s) can choose company of their choice with valid licensing and insurance.

CHAPERONES: Adult chaperones are required at ANY youth event where alcohol is not being served. A list with the names and phone numbers of adult chaperones is to be provided to the Parks and Recreation Department (Ratio: 1 adult per 50 children).

COMMONLY ASKED QUESTIONS:

1. How much alcohol can I have?
   1-keg allowed per 100 adults. Glass bottles are NOT allowed. No hard alcohol allowed (including mixed drinks). Champagne or Wine allowed. (Ratio: 1-bottle per table/four adults or served by bartender).

2. Can I serve beer in the can?
   Canned beer is allowed, all cans must be removed from rental site. (Ratio: 4-canned beer per adult).

3. How many people fit to a table?
   Tables are 5-feet (Community Center) comfortably seat 6 people: 2 on each side and 1 on each end. 6-feet tables (Huerta Gym & Senior Center) comfortably seat 8 people: 3 on each side and 1 on each end.

4. Can the security guards only need to be there when we start serving alcohol?
   The security guards MUST be present prior to the first guest arriving and before the event starts. It does not matter if alcohol is to be served until later. Alcohol sometimes is served when serving food.

5. I have friends that are security guards, can I have them work my event?
   No, the security company must be a valid licensed and insured company.

6. Can I stick tacks into the walls when decorating?
   No, clients are allowed to use sticky tape, double-sided or scotch tape when decorating. At the Community Center, events in the Elsbree room can tack into the portable cork wall which is to the right when you walk in.

7. Can my decorator and/or caterer get in the building earlier than when I arrive?
   The renter would have to pay the additional rental fees to allow a caterer or decorator into the facility earlier than originally scheduled. The renter is not allowed to come in the night before (unless it is for a scheduled rehearsal), this is because the janitorial needs to get the facility cleaned and ready for the event.