

Edmond Town Hall
Day Rentals – Rate Sheet

Alexandria Room:

Weddings- 2 days, one set-up (after 2 pm) and one event / clean-up day
(Private 2nd floor event, balcony buy out add: \$ 150.00) **\$ 900.00**

Special Events- Room only** **\$ 265.00**
Room, kitchen no china **\$ 375.00**
Room, kitchen, china* full day 9-11pm*** **\$ 450.00**

Funeral Room only** **\$ 190.00** (4 hrs)
Room and kitchen **\$ 290.00** (4 hrs)

Non-profit¹ Room only** full day 9-11pm*** **\$ 190.00**
Room, kitchen **\$ 300.00**
Room, kitchen and china* **\$ 375.00**

Meetings Room only **\$ 45.00** per hr.
Room and kitchen **\$ 65.00** per hr.

Recitals Room only (am or pm) **\$ 190.00** (4 hrs)
Rehearsals Room only (am or pm) **\$ 90.00** (4 hrs)

General Meeting Rooms:

Social groups, lessons and meetings **\$20.00** per hr.
Parties 2 hour min **\$30.00** per hr.

Gymnasium:

Sports and general use **\$30.00** per hr.
Parties 3 hours minimum (Includes set up/event/clean up) **\$90.00**

Evening events (5 hours max. btw 5:00-11:00 pm) **\$300.00**

Group shows (all day) 7am (load-in), 7pm (out) **\$600.00**

\$ 200.00 security deposit per event/group shows

\$ 50.00 security deposit for parties

* China package includes, 5 pc China place setting, wine and water glasses.

** Includes prep room and pantry for set-up and sink clean-up.

*** Building closes at 11 pm. After 11 pm, additional hours billed @ 45.00 per hour

¹ Documentation of **Non-Profit status for income tax purposes** required with signed contract

Rental fees are due at time of booking. The security deposit of \$200 (or \$50) shall be made 30 days before the event and will be returned to the renter following a satisfactory inspection within 15 days after the event. Cleaning and repair costs for any damage will be deducted from the security deposit.

Renters are responsible to: leave the room in broom clean condition; close all garbage bags before leaving; and, clean the china and flatware, if used.

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Theater:

Monday - Thursday **\$ 1,500**

For events scheduled from 6 PM – 11PM, includes set-up during the day.

Friday, Saturday, Sunday **\$ 2,000**

\$600 fee added per matinee scheduled for that day, includes set-up during the day.

Hourly Fee **\$ 45 per hr.**

Available primarily mornings and afternoons when movies or matinees are not scheduled. Subject to approval.

Please Note: The above rates shall be in effect until June 30, 2014. Events which are scheduled to take place after that date are subject to the rate in effect when the event takes place regardless of when booked. Also, ability to rent Theater space is determined on a case-by-case basis. Movie screenings take precedence.

Optional Rentals:

Alexandria Room Dressing Rooms, Male and Female **\$25** for use of both

Commercial Kitchen **\$25** per hr.

Chafing Dishes **\$15** each

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