



# EDMOND TOWN HALL RATE SHEET - DAY RENTALS

## ALEXANDRIA ROOM

*\*\$200 Refundable Security Deposit due for each event\**

*\*Includes tables, chairs and set up of room, including pantry and kitchen if applicable\**

|  |         |
|--|---------|
| Event Rental (Room Only)   | \$375   |
| Event Rental with Cool Kitchen Rental (access to refrigerator, freezer, ice machine, & sink only)  | \$400   |
| Event Rental with Kitchen (no china)   | \$475   |
| Event Rental with Kitchen & China (includes 5-pc China place setting, wine and water glasses)  | \$500   |
| Kitchen Only (Sunday through Thursday only)  | \$30/hr |
| Meeting Rental (no kitchen)  | \$45/hr |
| Meeting Rental with Kitchen  | \$65/hr |
| Wedding Rental (two days - one set up, one event & break-down)<br><i>*option to add \$150 for balcony buyout/private second floor use*</i> | \$1200  |
| Memorial (Room Only, 4 hours)  | \$190   |
| Memorial with Kitchen (4 hours)  | \$290   |

## GYMNASIUM

*\*\$50 Refundable Security Deposit due for each event\**

|  |         |
|--|---------|
| Sports, general use and parties (3 hour minimum)                     | \$35/hr |
| Sports, general use and parties (Fri-Sun after 5pm - 3 hour minimum) | \$50/hr |
| All day rental (7am - 7pm) <i>*Additional \$50/hr after 7pm</i>      | \$600   |

## **THEATER**

|  |        |
|--|--------|
| Full Day Rental (Mon-Thurs 8am-10pm) *\$500 Deposit required.  | \$1850 |
| Full Day Rental (Fri-Sun 8am-11pm) *\$500 Deposit required.    | \$2950 |
| Theater Party - AM (8:30-12:30, movie included)                | \$250  |
| Theater Party - PM (3:30-6:30, movie included)                 | \$325  |
| Corporate Meetings (Mon-Fri, 4 hour limit with 6pm completion) | \$950  |

*\*Full Day Theater Rental includes custodial services and use of dressing rooms, main lobby and box office. Also includes our in-house technical director for up to 10 hrs of support. A fee of \$50/hr will be charged for anything over 10 hrs.*

*\*Edmond Town Hall does not provide sound and lighting services. Renter must pay for those services separately.*

## **GENERAL MEETING ROOMS**

|                                   |         |
|-----------------------------------|---------|
| Social Groups, Lessons & Meetings | \$30/hr |
|-----------------------------------|---------|

### **Please note:**

Building closes at 10pm M-Th and 11pm Fri-Sun. For any event that goes beyond closing time, additional fee will be billed @ 45.00 per hour.

Documentation of **Non-Profit status for income tax purposes** required with signed contract. We offer a 10% discount to Non-Profit Organizations.

**Rental fees are due 7 days after booking the event.** The security deposit is due 30 days prior to 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.