



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 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
Cool Kitchen Rental (access to refrigerator and sink only)	\$25
Meeting Rental (no kitchen)	\$45/hr
Meeting Rental with Kitchen	\$65/hr
Wedding Rental (two days - one set up, one event & break-down) <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
Evening events (events between 5pm-building close)	\$300
All day rental (7am load-in)	\$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
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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.