

Edmond Town Hall
Day Rentals – Rate Sheet

Alexandria Room		Non Profit¹	
<i>Special Events</i>	Room only** (2-11pm)	\$ 275	\$247.50 (9-11pm)***
	Room, kitchen no china	\$ 425	\$382.50
	Room, kitchen, china* full day 9-11pm***	\$ 500	\$450
<i>Kitchen Only</i>	Sunday through Thursday, when available		\$30/hr.
<i>Weddings-</i>	2 days, one set-up and one event/clean-up day	\$ 1075	N/A
	<i>Balcony Buyout</i> (Private 2 nd floor event add: \$150.00)		\$135
<i>Meetings</i>			
	Room only	\$ 45/hr.	\$40.50/hr
	Room and kitchen	\$ 65/hr.	\$58.50/hr
<i>Funeral</i>	Room only** (when available)	\$ 190 (4 hrs)	N/A
	Room and kitchen (when available)	\$ 290 (4 hrs)	N/A

General Meeting Rooms		Non Profit¹	
<i>Social groups, lessons and meetings</i>		\$30.00/hr.	\$27
<i>Parties</i>	3 hour min	\$30.00/hr.	\$27

Gymnasium		Non Profit¹	
Sports and general use		\$ 35/hr	\$31.50
Parties	3 hour - minimum (Includes set up/event/clean up)	\$105	
Evening events	(5 hours max. btw 5:00 -11:00 pm)	\$300	\$270
Group shows (all day)	7am (load-in), 7pm (out)	\$600	\$540

\$ 200.00 security deposit per event/group shows

\$ 50.00 security deposit for parties in general meeting rooms

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

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

*** 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 for Alexandria Room and large events or \$50 for general meeting rooms, 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: 1) leave the room in broom clean condition; 2) close all garbage bags before leaving; and, 3) clean and put away the china and flatware, if used.

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Theater		Non Profit¹
Monday - Thursday	\$ 1,500	\$1350
For events scheduled from 6 PM – 11PM, includes set-up during the day.		
Friday - Sunday	\$ 2,600	\$2340
For events scheduled from 6 PM – 11PM, includes set-up during the day.		
Corporate Meetings (Hourly fee \$62.50 up to 4 hours)	\$ 250	\$225
Birthday Party (For 4 hours, movie included)	\$ 250	\$225

Please Note: The above rates shall be in effect until June 30, 2018. 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.

\$ 200.00 security deposit per event/group shows

Optional Rentals		Non Profit¹
Alexandria Room Dressing Rooms , Male and Female	\$50 each	\$45 each
Chafing Dishes	\$25 each	\$22.50 each
Microphones (Alexandria Room) wireless hand-held and lavalier	\$25 for both	\$22.50 both
Speakers (to stream music, etc.)	\$25 for both	\$22.50 both
Projector	\$15	\$13.50

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Effective 7/1/2017