

Edmond Town Hall
Day Rentals – Rate Sheet

Alexandria Room **Non Profit¹**

<i>Special Events</i> Room only** (2-11pm)	\$ 375	\$337.50 ***
Room, kitchen no china	\$ 475	\$427.50
Room, kitchen, china* full day 9am -11pm***	\$ 500	\$450

Kitchen Only Monday through Thursday, when available \$30/hr.

Weddings- 2 days, one set-up and one event/clean-up day \$ 1200 N/A
Balcony Buyout (Private 2nd floor event add: \$150.00) \$135

Meetings

Room only	\$ 45/hr.	\$40.50/hr
Room and kitchen	\$ 65/hr.	\$58.50/hr

Memorial Service Room only** (when available) \$ 190 (4 hrs.) N/A
Room and kitchen (when available) \$ 290 (4 hrs.) N/A

\$200.00 refundable security deposit per event

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 hr. minimum. (Set up/event/clean-up completed in 3 hrs)	\$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

\$50.00 security deposit for parties in gym/general meeting rooms, \$200 for larger and/or public events

Theater **Non Profit¹**

Monday - Thursday 8 am – 10 pm	\$ 1,850	\$1,700
Friday - Sunday 8 am – 11 pm	\$ 2,950	\$2,690
Corporate Meetings (Mon – Fri, 4 hr limit with 6 p.m. completion	\$950	\$890
Party (For 4 hours, movie included)	\$250	\$225

Please Note: Rental includes custodial services and use of dressing rooms, main lobby and box office. Edmond Town Hall does not provide sound and lighting services. Renter must pay for those services separately.

\$500 deposit required for theater rentals

- Please Turn Page -

Edmond Town Hall

Day Rentals, page 2 of 2

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

** Includes tables, chairs and set-up of room; also 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 7 days after booking event. The security deposit is due 30 days prior to 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.