

Edmond Town Hall
Day Rentals – Rate Sheet

Alexandria Banquet Hall

Non Profit¹

Special Events	Room only** (2-11pm)	\$ 375	\$337.50 (9-11pm)***
	Room, kitchen no china	\$ 475	\$427.50
	Room, kitchen, china* full day 9-11pm***	\$ 500	\$450
Kitchen Only	Sunday through Thursday, when available		\$30/hr.
Weddings-	2 days, one set-up and one event/clean-up day	\$ 1200	N/A
	<i>Balcony Buyout</i> (Private 2 nd floor event add: \$150.00)		\$135
Meetings			
	Room only	\$ 45/hr.	\$40.50/hr
	Room and kitchen	\$ 65/hr.	\$58.50/hr
Funeral			
	Room only** (when available)	\$ 190 (4 hrs)	N/A
	Room and kitchen (when available)	\$ 290 (4 hrs)	N/A

General Meeting Rooms

Non Profit¹

Social groups, lessons and meetings		\$30.00/hr.	\$27
Parties	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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Edmond Town Hall Theater Rental Rates

Proscenium Theater (500-seat capacity)		Non Profit¹
Monday - Thursday For events scheduled from 6 PM – 11PM, includes set-up during the day.	\$ 1,500*	\$ 1,350*
Friday – Sunday For events scheduled from 6 PM – 11PM, includes set-up during the day.	\$2,600*	\$ 2,340*
Corporate Meetings (M-F, four-hour limit with 6pm completion)	\$600*	\$ 540*
Birthday Party Movie Viewing (8:30am-12:30pm., 50-person max)	\$250	\$ 225

***Please Note:** All **live event** renters must pay for technical direction at cost of \$350. Sound, lighting and other needs are extra and must be paid for by the renter. Edmond Town Hall is happy to provide a list of these resources that you can use or you can use your own, but all must be vetted through our technical director.