

Edmond Town Hall
Day Rentals – Rate Sheet

Alexandria Banquet Hall

Non Profit¹

<i>Special Events</i>	Room only** (2-11pm)	\$ 375	\$337.50 (9-11pm)***
	Room, kitchen no china	\$ 475	\$427.50
	Room, kitchen, china* full day 9-11pm***	\$ 500	\$550

Kitchen Only Sunday 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

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

<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.

Edmond Town Hall Theater Rental Rates

Proscenium Theater (500-seat capacity)		Non Profit¹
Monday - Thursday	\$ 1,500*	\$ 1,350*
For events scheduled from 6 PM – 11PM, includes set-up during the day.		
Friday – Sunday	\$2,600*	\$ 2,340*
For events scheduled from 6 PM – 11PM, includes set-up during the day.		
Corporate Meetings (four-hour total time)	\$600*	\$ 540*
Birthday Party Movie Viewing (4-hr. max, end by 6p.m., 50-person max)	\$250	\$ 225
Evening Birthday/Movie (4 hours starting at 6 p.m., 50-person max)	\$500	\$ 450

***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.

\$ 200.00 refundable security deposit per event/group shows