



## July 1, 2011 June 30, 2012 Fee Schedule

	Square Feet	Dimensions	Banquet Seating	Theater Seating	Classroom Seating	Reception Style	Booths 10 x 10	Daily Rental Rate	Havelock Non-Profit Rate*
Main Hall Areas A & B	7200	60' x 120'	500	700	360	800	40	\$800	\$550
1/2 Main Hall Areas A or B	3600	60' x 60'	250	350	180	400	20	\$400	\$350
1/4 Main Hall Area A or B	1800	30' x 60'	80	150	72	200	NA	\$200**	\$200**
Conference Room 12 at table 12 perimeter	500	25' x 20'	NA	NA	NA	NA	NA	\$100	\$80
Break-Out Room	132	11' x 12'	NA	NA	NA	NA	NA	\$25	\$20
Kitchen	NA		NA	NA	NA	NA	NA	\$100	\$100

- A. Prices for renting the Main Hall Areas A and B, and 1/2 of the Main Hall Area A or Area B include tables, chairs, initial set-up and tear down, table linens (one basic 90" round or 52" x 114" white table cloth for each table), a podium and one microphone.
- B. **\*\*Price for renting 1/4 of Main Hall Area A or Area B does not include linens or event attendant. Client will be billed the center's cost for linens used and a fee of \$15 per hour for the event attendant for each hour the room is occupied, up to 8 hours. See "D" below for events exceeding 8 hours. 1/4 of Main Hall Area A or B may not be available on weekends.**
- C. \*Havelock non-profit organizations whose primary local offices are physically sited within the city limits of Havelock qualify for reduced price events in accordance with the above fee schedule. To qualify, the organization must provide documentation confirming their non-profit status (i.e., a copy their IRS designation as a non-profit entity).
- D. Rentals are for 8 hours. Any decorating or client set-up must be accomplished within this 8-hour block of time. Additional charges of \$50 per hour will be charged if the client requires access to the room for more than 8 hours.
- E. Rooms reserved for move-in or move-out will be charged one-half of the full price daily rate.
- F. Any changes to the original set-up as discussed with and approved by the client will be billed a \$30 per hour fee for the time needed to make the changes.



*More than a civic center...*



*More than a civic center...*

## EQUIPMENT AND SERVICES RATE SCHEDULE

(All prices are per day unless otherwise noted)

<b>LINE</b>	<b>LINENS (Order must be placed 14 days prior to event)</b>	<b>COST</b>
	90" Round—White (one per table complimentary)	\$ 4.00
	120" Round Floor Length—White (special order)	\$ 9.00
	52" x 92" White (one per table complimentary)	\$ 4.00
	52" x 52" Overlay (special order)	\$ 3.50
	Napkins (special order)	\$ 0.50
<b>TABLE SKIRTING</b>		
	13' White	\$3.00
	17' White	\$4.00
	21' White	\$6.00
<b>CHINA, FLATWARE &amp; GOBLET</b>		
	Place setting (includes dinner plate, bread or salad plate, coffee mug, 16 oz water/iced tea goblet, dinner fork, salad fork, knife and spoon)	\$2.00 per place setting
	Salt & Pepper Set	\$0.50
<b>IN-HOUSE EQUIPMENT</b>		
	Portable Stage (4' x 8' section)	\$25.00
	Microphones (additional above one provided with room)	\$10.00
	Audio Conferencing Speaker Phone	\$20.00
	Standing podium (additional above one provided with room)	\$20.00
	Table top podium	\$15.00
	Compact Disc Player	\$20.00
	Easel and one flip chart pad	\$30.00
	Flip chart pads	\$25.00
	Marker (each)	\$ 2.00
	Tripod Easel	\$5.00
	6' Tripod Screen	\$25.00
	Deluxe 9' x 12' Screen System	\$75.00
	LCD Projector and stand	\$100.00
	LCD Projector, stand and deluxe 9' x 12' screen	\$150.00
	Mirror Tile	\$1.00
	Glass bowl and tea light candle	\$2.00
<b>SERVICES</b>		
	Internet connection usage fee (per day)	\$ 25.00
	Phone connection (per day)	\$ 25.00
	Electrical Floor Outlets	\$ 20.00
	Photocopies (per page)	\$0.20
	Fax (per page)	\$1.00
	Extraordinary Cleaning Services	Determined by condition
	Bartender Hourly Rate	\$25.00
	Event Attendant Hourly Rate	\$15.00



*More than a civic center...*

## REFRESHMENT FEE SCHEDULE

<b>AL LA CARTE BEVERAGES</b>	<b>COST</b>
Coffee—1.5 gallons (24 8 oz. servings)	\$15
Coffee—1 gallon (16 8 oz. servings)	\$12
Coffee—1/2 gallon (8 8 oz. servings)	\$10
Decaffeinated Coffee—1.5 gallon (24 8 oz. servings)	\$18
Decaffeinated Coffee—1 gallon (16 8 oz. servings)	\$15
Decaffeinated Coffee—1/2 gallon (8 8 oz. servings)	\$12
Iced tea—per gallon (10 12 oz. servings)	\$2
Hot tea—per cup	\$1
Assorted Soft Drinks (12 oz. can)	\$1
Assorted Soft Drinks (20 oz. bottles)	\$1.50
Bottled Water	\$1
Orange Juice--per gallon (21 6 oz. servings)	\$8
<b>FROM THE BAKERY -- prices per dozen</b>	
Assorted Large Muffins—per dozen	12.00
Assorted Danish—per dozen	15.00
Cinnamon Rolls—per dozen	12.00
Brownies—per dozen	12.00
Fresh baked cookies—per dozen	12.00
<b>SNACKS</b>	
Bowl of Chips	\$3.00
Bowl of Popcorn	\$3.00
Bowl of Pretzels	\$3.00
Assorted Individual Bags of Chips (per dozen)	\$4.00
<b>CONTINENTAL BREAKFAST(Per Person)</b>	
Includes orange juice, variety of breakfast pastries and muffins, coffee, decaffeinated coffee and hot tea.	\$6.50
<b>BOXED LUNCH (Per Person)</b>	
Includes assorted sandwiches, chips, fresh baked cookie and iced tea	\$8.00

All menu selections are subject to a 10% service charge and 7.75% sales tax.