

EVENT CENTER RENTAL RATE Calculator & Agreement

Please select which rate/s suits Lessee's event, and Lessee is agreeing to pay by signing this agreement

1 Hour Rate (*set up and clean up time allowed- not to exceed 2 hours total*) **\$200**
Best for 1 hour meetings and rendezvous events

Half Day Rate (*up to 6 hours*) **\$400**
Perfect for parties, life milestone celebrations, business meetings, instructional classes and more

Full Day Rate (*8 am to Midnight - 16 hrs*) **\$750**
Perfect for wedding days, multi-day events, events needing extensive set up, seminars, and more

****Please note - Wedding related events will be required to rent at our Full Day rate due to the nature of set up, sight and day before prep, TBEC staff involvement, and planning.****

To be included in the above rental rates:

(Please select what TBEC features and equipment your event will need):

- Ample communication with TBEC staff during planning
- Clean and clear venue ready for set up
- Extensive Parking
- Full use of event center facilities and available equipment
- Event Room: 2,700 square feet
- Low stage
- Bar area with coolers, full onsite liquor license
- Enclosed patio with seating: 2,000 square feet with shade, lighting, and stage
- Folding tables, chairs
- Linens (to include table cloths, overlays, napkins, napkin holders and seat covers)
- Cocktail tables
- Fully outfitted Warming Kitchen
- Fridge and Freezer
- Sound system (for external music)
- Large flatscreen TV with hookups
- Curated art wall if desired
- Few pieces of accent furniture - couch, benches, and chairs

EXTRAS - To be included upon request at an extra charge :

Please select all extras the event will be needing, and feel free to call us with any questions.

Please note that these rates will be charged to Lessee if TBEC staff has to perform any of these tasks:

Event staffing	CALL
Set up/Decorating (1-2 people, 1-2 hours)	\$100
Furniture cleaning, take down and storing	\$75
Event management (Half Day)	\$250
Event Management (Full Day)	\$400
Sound, music, and/or lighting production	\$250
Videography of event	\$250
Microphone/PA system set up	\$50
Stage Lighting set up	\$50
Online Ticketing	\$100
After event cleaning	\$150
Laundry charge for linens	\$20/set
Additional hours of use	<u>\$75/hour</u>
EXTRAS:	\$
SUBTOTAL (RATE + EXTRAS)	\$

Please be sure to double check your subtotal to include day rates, and extra charges.

Deposit Required to reserve TBEC for your event (50% of Subtotal) \$

We take Cash, Check or Credit Cards

CLEANING/DAMAGE DEPOSIT Refundable Cleaning Deposit: \$100

Refundable Damage Deposit: \$200

Damage deposit required for groups over 75 people.

Check for Refundable Deposits required one month prior to event \$300

Please write us a separate check to hold until after the event, in which the check will be destroyed or cashed depending on sight inspection and cleanliness.

Final Balance due one month prior to event (remaining 50% of Subtotal) \$

Upon signing this agreement you agree to pay the above Rental Rates, selected Extras, and Deposits.

Lessee Signature

Date