

EDMOND TOWN HALL

RATE SHEET

For more Information, Contact:

Events@EdmondTownHall.org

203-270-4285

For Calendar and Availability go to:

<https://www.edmondtownhall.org/reservations/>

ALEXANDRIA ROOM

\$300 Refundable Security Deposit due for each event

Includes tables, chairs and set up of room, including pantry and kitchen if applicable

Event Rental (Room Only)	\$450
Event Rental with Kitchen (no china)	\$550
Event Rental with Kitchen & China (includes plates, silverware, wine and water glasses)	\$600
<i>*Additional add on items available.</i>	
Kitchen Only (Sunday through Thursday only)	\$40/hr
Meeting Rental (Sunday thru Thursday only)	\$50/hr
Meeting Rental w/ Kitchen (Sunday thru Thursday only)	\$80/hr
Wedding Rental (two days - one set up, one event & break-down, includes Kitchen)	\$1300

**optional add-on items available, Please ask for full list **

**Room is available Thursday – Sunday 8am-10pm (11pm Fri & Sat)*

**105 people can be accommodated with tables & chairs - table cloths not included.*

**Renter provides floor plan to Edmond Town Hall for table set up*

**Lighting levels can be adjusted*

**Stage can be used by DJs or musicians*

**Butler's pantry is included in the rental*

**Commercial kitchen and dining ware is available at an extra cost.*

**Restrooms are located in the Alexandria room*

**Handicap entrance and elevator accessible from the parking lot to the Alexandria room*

****Event Insurance is Required***

THEATER

Full Day Rental (Mon-Thurs 8am-10pm) *\$500 Deposit required to book.	\$1950
Full Day Rental (Fri-Sun 8am-11pm) *\$500 Deposit required to book.	\$3150
Theater Party - AM (8:30-12:30, movie included) Up to 50 people	\$325
Theater Party - PM (3:30-6:30, movie included)Up to 50 People	\$325
*over 50 People incurs \$150 cleaning fee + Studio fee for Movie (TBD)	
Corporate Meetings (Mon-Fri, 4 hour limit with 6pm completion)	\$950
Theater Rental - Meetings/Rehearsals (Stage only, no lights)	\$65/hr

Full Day Theater Rental includes:

Custodial services and use of dressing rooms, main lobby and box office.

**Also includes our in-house technical director for up to 10 hrs of support.*

A fee of \$50/hr will be charged for anything over 10 hrs.

**Edmond Town Hall does not provide sound and lighting services. Renter must pay for those services separately.*

Theater Parties Include:

Private movie showing for Up to 50 People and 2 tables inside theater.

**DOES NOT INCLUDE THE LOBBY, STAGE OR DRESSING ROOMS.*

**Concession stand can be Open to purchase refreshments*

**\$300 Refundable Security Deposit due for all parties*

**Over 50 people will be at the discretion of ETH and Studio that owns the film. Will incur additional fees. Ask for more information.*

GENERAL MEETING ROOMS

Mary Hawley Room, Lower Meeting Room \$40/hr

**Mary Hawley Seats up to 12 / Lower Meeting seats up to 50*

****Event Insurance and Security Deposit may be required, at ETH discretion***

**Large TV available for presentations from Laptops*

**Tables and chairs included*

GYMNASIUM

\$200 Refundable Security Deposit due for each event

Sports, general use and parties:

Daytime Events: \$45/hr

Evening Events (after 5pm): \$55/hr

Kitchenette (with any rental): \$50

**Suitable for sports, birthday parties, cultural events, vendor fairs and more*

**18' ceilings. E*

**Entrance leading to the back parking lot*

**Accessible use of the elevator*

**30- 8' tables and 150 chairs available*

**Reservation time MUST include the renters' set up/clean up of all tables and chairs, decor*

**Use of bounce houses are permitted, but must be removed at the end of the rental period*

**Bathrooms in the gym*

**Kitchenette available for Additional fee*

****Event Insurance Required***

Please note:

Building closes at 10pm M-Th and 11pm Fri-Sun.

For any event that goes beyond closing time, additional fee will be billed @ 45.00 per 1/2 hour.

We offer a 10% discount to Non-Profit Organizations.

Documentation of Non-Profit status for income tax purposes required with signed contract.

Rental fees and refundable security deposit are due 7 days after booking the event.

Event Insurance is due 30 days prior to the event.

SD 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.

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