

EDMOND TOWN HALL

RATE SHEET

For more Information, Contact:

Events@EdmondTownHall.org

203-270-4285 x2

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

6 hour Event Rental with Kitchen (9am-3pm or 5pm -11pm)	\$400
Full day Event Rental with Kitchen (9am - 11pm)	\$750
<i>*Additional add on items available on contract*</i>	
Kitchen Only (Sunday through Thursday only)	\$40/hr
Meeting Rental (Wednesday or Thursday only, up to 4 hours)	\$50/hr
Wedding Rental (two days - includes Kitchen, china and Bridal suite w/ lounge & dressing rooms)	\$1400
<i>*optional balcony buyout/private second floor use*</i>	\$200

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

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

**Cocktail style event can accomodate 150 -200 people.*

**Auditorium style seating can accomodate 150 people.*

**If you would like a dance floor & Tables, no more than 75 guests can fit at tables.*

**High top tables , Technical system w/ sound & projector are available at additional cost*

**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*

**China, glasses, utensils available at an extra fee.*

**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

\$200 Refundable Security Deposit due for each Party, \$500 for Full Day rentals

Full Day Rental (Mon-Thurs 8am-10pm) <i>*\$500 Deposit required to book.</i>	\$1950
Full Day Rental (Fri-Sun 8am-11pm) <i>*\$500 Deposit required to book.</i>	\$3150
Theater Party - AM (9:30-12:30, movie included) Up to 50 people	\$350
Theater Party - PM (3:30-6:30, movie included)Up to 50 People	\$350
Theater Party - Friday nights (6:00-10:00pm) Up to 50 people	\$500
Additional fee for Over 50 people for any Theater Party***	\$150
Hourly rehearsal rental of Stage only (2 hour minimum)	\$75/hr

Full Day Theater Rental includes:

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

**Eth reserves the right to open our concession stand during any event.*

**Edmond Town Hall does not provide sound and lighting services. Renter must pay for those services separately. Consultation with our in house technical director will be arranged upon booking confirmation.*

**\$500 Refundable security deposit due for all bookings.*

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*

**\$200 Refundable Security Deposit due for all parties*

**Any theater party with over 50 people will be at the discretion of ETH and the Distribution Studio that owns the film. There will be a Studio fee for the movie, please Ask for more information upon booking.*

GENERAL MEETING ROOMS

Mary Hawley Room, Alley Room	\$40/hr
VIP Suite (Monday - Thursday only)	\$50/hr

**Mary Hawley Seats up to 12 / Lower Meeting seats up to 50/VIP suite holds 25*

****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

Parties and Events (4 hours, includes Kitchenette) \$300

**For additional time, the hourly rates below will apply.*

Sports & Meetings:

Daytime: \$45/hr

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

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

**18' ceilings.*

**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 has Refrigerator and Warming cabinet*

****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 30 days after the event.

Cleaning and repair costs for any damage will be deducted from the security deposit.

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