



## *The Clayton Center Rates*

	<u><b>Individual/Corporate</b></u>	<u><b>Non-Profit</b></u>
<i>AUDITORIUM</i>	\$ 620** (\$115/hr.)	\$ 520** (\$100/hr.)
<i>COUNCIL CHAMBERS</i>	\$ 620** (\$115/hr.)	\$ 520** (\$100/hr.)
<i>LOBBY GALLERY</i>	\$ 720** (\$150/hr.)	\$ 620** (\$100/hr.)
<i>LARGE CLASSROOMS</i>	\$ 65/hr.	\$ 55/hr.
<i>SMALL CLASSROOMS</i>	\$ 35/hr.	\$ 30/hr.

All rentals include event coordination, tables and chairs set (once) per client specification, use of audio and visual systems, use of catering kitchen (subject to availability), and complimentary parking.

- All spaces rented for a 2-hour minimum during the week. A 4-hour minimum applies to Friday evening, Saturday, and Sunday rentals.
- \*\* Denotes a 4-hour minimum rental on Fridays, Saturdays, and Sundays, and includes one Lead Staff person. Rental time above the minimum will be charged at the hourly rate in parentheses, plus applicable staffing and services.
- In order to qualify for non-profit rates, clients may be asked to provide a valid 501-C3 identification number.
- Rental events on holidays and holiday weekends are charged at 2 times the standard fees.
- Security deposit of 50% of the estimated event fee is due to guarantee space and date.

### **Additional Charges/Services**

Additional charges may apply depending upon the needs of the event as determined by TCC management. Should it be determined the following services are necessary, the renter will be notified in advance and invoiced prior to the event date.

- **Lead Staff**                    **\$20/hr. per staff person**  
*(Required for evening and weekend events and as determined by TCC management for other events.)*
- **Support Staff**                **\$15/hr. per staff person**  
*(As determined by TCC management.)*
- **Custodian**                    **\$100 flat fee**  
*(As determined by TCC management. Additional fees may apply for rentals over 6 hours and/or events with large numbers of people in attendance.)*
- **AV/IT Technician**            **\$25/hr. per technician**  
*(Required for Auditorium rentals using house sound/lights/equipment and for events in other spaces requiring extensive IT support.)*
- **Linens**                         **\$10 per linen**  
*(If a client wishes to order linens, 2 weeks advance notice is required.)*
- **Beverages**                    Coffee Service **(\$12 per ½ gallon airpot)**  
Bottled Soft Drinks & Water **(\$2 per 20 oz. bottle)**
- **Dance Floor**                 **\$400 flat fee** *(Any size up to 18' x 21')*
- **Damage Deposit**             **\$250 flat fee (refundable)**  
*(May be required for any rental as determined by TCC management. Deposit is refundable after the event date provided rental time frame is not exceeded and facility suffers no damage as a result of the event.)*

*(Rates subject to change.)*