Facility Rate Sheet

Last Name	
Acct #	
Event Date	

Public Safety will go over Check-in and Check-out procedures for your event
*__If required, additional charges will be deducted from the deposit such as clean-up fees at **$35.00 per hour**, per staff worker__*

Fees	Cost	Charge
Non-Refundable Booking Fee	$55.00	

Rental Fees	Cost 8 Hrs.	Cost 4 Hrs.	Charge
(Rental Times)	**(7am-3pm/4pm-12am)**	**(9am-1pm/4pm-8pm)**	
Community Building Meadowlark Hall	$450.00	$275.00	
Community Building Palm Room	$180.00	$125.00	
Equestrian Clubroom	$125.00	N/A	

Additional Holiday Fees * includes Holiday & Holiday Weekend*	Cost	Charge
All Rooms (CB, EQ)	$275.00	

Security Deposit	Cost	Charge
Community Building Meadowlark Hall	$500.00	
Community Building Palm Room	$250.00	
Equestrian Clubroom	$225.00	

Sanitation Fee	Cost	Charge
Community Building	$150.00	
Equestrian Clubroom	$85.00	

Public Safety Officer Fee	Cost	Charge
MLH: 1 Officer Required 0-99 guests	$40.00/ Hr. per Officer	
MLH: 2 Officers Required 100 guests & more		
PR/ EQ: 1 Officer Required if Alcohol/Gambling	__ Hrs. x $40 x __ Officer (s)	

Rental Items	Cost	# Needed	Charge
Round Tables 60" *seat 8 people	$8.00 each		
Long Tables 8'x30" * seat 10 people	$8.00 each		
Chairs CB / Chairs EQ (Gray)	$1.50 each		
Set-Up / Take-Down Fee	$100		

Additional Items	Cost	Charge
Podium	$10.50	
MLH Oven/Stove	$55.00	
EQ Oven/Stove	$25.00	
ABC Permit (Must be provided by event holder- organizations use only)	N/A	

All events must be booked within the corresponding time frames. All bookings need to include set-up and break down time, no additional time will be granted. Please be advised that actual amount of booking may be greater. For the most accurate pricing we advise that you contact the Association Office prior to booking.

Total Amount Due	
Amount Paid	
Balance	