



Sebastopol Community Cultural Center WEEKEND RENTAL RATES - ONE-TIME EVENTS

Weekends are defined as Friday – Sunday

New fees do not apply to contracts already negotiated. Fees subject to change without notice.

Payment schedule: The deposit with a signed contract is required to hold a date. Final balance due 30 days prior to event. Changes can be made to the contract up to 7 days prior to the event. Additional fees due to contract changes must be paid immediately, or will be deducted from deposit. Rentals that go beyond contracted hours are subject to additional fees, which will be deducted from the deposit. Deposit less any deductions will be returned within **30 days** of the event.

Holidays: Weekend room rental rates apply for holidays falling on weekdays (Mon –Thurs). Holiday staff rates apply.

MAIN BUILDING

Saturday = 12 hour minimum
Friday & Sunday = 6 hour minimum
Holidays on weekdays = 4 hour minimum

NOTE: Rental hours must include set-up & clean-up time.

Deposit: **\$500** events with alcohol
Refundable deposit required at time of booking event. **\$400** events without alcohol

Rental Fees:

Main Room (up to 350 for dining/450 assembly):..... **\$90** per hour
Includes room, 1 staff person, kitchen, tables, chairs, stage, main lighting, sound system, mirror ball, video screen, bar, mats. *(\$60 for rental / \$30 for staff)*

Non-profit rate: **\$80** per hour on Saturdays
Tax ID # must be provided to receive non-profit discount. See Sunday Non-profit Fundraiser rate sheet for additional Non-profit discount info. *(\$50 for rental / \$30 for staff)*

Additional Rooms: **\$10** per hour for each room
Russian & Bolshoi Room available with main room rental only.

Additional Staff Fees: **\$30** per hour
*Applies for all events requiring additional staff or additional cleaning charges. **

ANNEX

Saturday = 6 hour minimum
Friday, Sunday, & Holidays falling on weekdays = 4 hour minimum

NOTE: Rental hours must include set-up & clean-up time.

Deposit: **\$400** events with alcohol
Refundable deposit required at time of booking event. **\$300** events without alcohol

Rental Fees:

Main & Side Rooms (up to 90 people): **\$90** per hour
Includes rooms, kitchenette, deck, 1 staff person, tables, chairs, main lighting, sound system. *(\$60 for rental / \$30 for staff)*

Main Room (up to 60 people): **\$80** per hour
Includes room, staff person, tables, chairs, main lighting, sound system *(\$50 for rental / \$30 for staff)*

Non-profit rate: **\$73** per hour on Saturdays
Tax ID # must be provided to receive non-profit discount. See Sunday Non-profit Fundraiser rate sheet for additional Non-profit discount info.

Additional Rooms: **\$10** per hour for each room
Music & Conference Rooms available with main room rental only

Additional Staff Fees: **\$30** per hour
*Applies for all events requiring additional staff or additional cleaning charges. **

See side 2 for additional rate information

GARZOT-DUFFIELD BUILDING

Friday – Sunday = 4 hour minimum NOTE: Rental hours must include set-up & clean-up time.

Deposit: **\$100**

Refundable deposit required at time of booking event.

Rental Fees:

All rooms (up to 40 people): **\$80** per hour
Includes 3 rooms, kitchenette, deck, 1 staff person, tables, chairs.
(\$50 for rental / \$30 for staff)

Two rooms (up to 30 people): **\$70** per hour
Includes 2 rooms, staff person, tables, chairs.
(\$40 for rental / \$30 for staff)

Additional Staff Fees: **\$30** per hour
*Applies for all events requiring additional staff or additional cleaning charges.**

ADDITIONAL FEES

Insurance fees (If provided by SCCC):..... **\$110 - \$350** per day
If provided by SCCC, final rate dependent on current insurance rate schedule.

Beyond Contracted Hours fees: **\$135** per hour beyond contracted time
Additional fees are applied to events that go past agreed rental time as indicated on rental contract. Fees will be charged in 15-minute increments.

Vendor fees: **\$100** per day
For events contracting with vendors.

Additional Tables, Chairs, & Equipment:

Moving additional tables/chairs/equipment to Annex or Main Hall **\$30** flat rate

Moving additional tables/chairs/equipment to Garzot-Duffield **\$50** flat rate

Holiday Staff Rates (Minimum 4 hours): **\$45** per hour

Annex Food Cleaning Fees: **\$30** flat rate
Applies to any event in the Annex where food/beverages are present.

Moving Classes: **\$25** per class per day
Applies to any event in which existing classes must be rescheduled or moved to another facility. Decision to reschedule is solely SCCC's.

EQUIPMENT AVAILABLE

Main Hall Stage Lighting (incl. dimmer pack):..... **\$25** per use + add'l staff fees
Must have knowledgeable technician to operate, or hire SCCC technician. If SCCC technician operating, additional staff charges apply.

Main Hall Follow Spot Light: **\$40** per use + add'l staff fees
Minimum 5 hour rental of hall. Must have knowledgeable technician to operate, or hire SCCC technician. If SCCC technician operating, additional staff charges apply.

Stage light repositioning: **\$20** per use

Annex Stage: **\$50**

Renter must provide able-bodied assistant to help with stage set-up, or hire additional SCCC staff.

Annex Stage Lighting: : **\$25** per use + add'l staff fees
Must have knowledgeable technician to operate, or hire SCCC technician. If SCCC employee operating, additional staff charges apply.

Coffee Pots (3 available): **\$5** per use, per pot

Baby Grand Piano: **\$100** per use

Microphone & Mic Cord (subject to availability) **\$20** per use

Annex Podium **Free**

Annex Piano **Free**

*Additional Staff is required for all youth events where alcohol is served.

Examples of Rental Cost for Saturday Event

Examples 1:

MAIN HALL

Event: **Youth Oriented event, serving alcohol – Appx 250-300 people**

Day / Time: Saturday, Noon – Midnight

Event Time: 3pm – 11pm (3 hours to set-up/decorate, 1 hour to clean)

Deposit:	\$500	=	\$500
Rental Fee	\$90/ hour x 12 hrs	=	\$1080
	<i>Facility rent: \$60/ hour x 12 hrs= \$720</i>		
	<i>Staff: \$30/ hour x 12 hrs=\$360</i>		
Rent of 1 Additional Room (optional):	\$10/ hour x 12 hrs	=	\$120
Additional Staff:	\$30/ hour x 6 hrs	=	\$180
	<i>(required when there is alcohol at youth event)</i>		
Insurance:	\$155	=	\$155
Reposition Stage Lights (optional):	\$20 flat fee	=	\$20

Total:	\$1555.00		
	<i>(not including refundable deposit)</i>		
	\$2055.00		
	<i>(including refundable deposit)</i>		

Example 2:

ANNEX

Event: **Memorial Service, no alcohol – Appx 50 – 75 people**

Day/Time: Saturday, 11:30 am – 6pm

Event Time: 1pm – 5pm (1.5 hours to set-up/decorate, 1 hour to clean)

Deposit:	\$300	=	\$300
Rental Fee (Main & Side Rooms)	\$90/ hour x 6.5 hrs	=	\$585
	<i>Facility rent: \$60/ hour x 6.5 hrs = \$390</i>		
	<i>Staff:\$30/ hour x 6.5 hrs = \$195</i>		
Insurance:	Renter provided	=	\$0
Moving Additional chairs (optional):	\$30 flat fee	=	\$30

Total:	\$615.00		
	<i>(not including refundable deposit)</i>		
	\$915.00		
	<i>(including refundable deposit)</i>		