

Sabathani Room Rental Fee Structure

Auditorium

Event	Base Rate	Non-Profit
<u>Ticketed Event</u>		
Half day	\$500	\$400
Full day	\$900	\$800
<u>Non-ticketed event</u>		
Half day	\$400	\$350
Full day	\$700	\$600

Run-over (time)

\$125/per hour or portion of an hour

Mandatory Hall Costs

Theater Use Fee	\$100
Theater Cleaning Deposit	\$250 – if the theater is left in a clean state with no food or beverage debris, this is refundable. Please note that NO food or beverages are allowed in the theater. Violation of this rule will cause forfeiture of your cleaning deposit.
Microphone/tech Basic setup	\$160 – this is mandatory even if you are bringing in all your own equipment.
Police Security	\$50/hr – 4 hour minimum (discretion of security supervisor)
Building Security	\$35/hr -there will be additional fees for after hours events
Janitorial Staff	\$30/hr -there will be additional fees for after hours events
Sound/lighting Tech support	\$40/hr – 4 hour minimum – after normal hours \$65/hr

Security

1 security person/100 guests \$35hr/per guard

Janitorial

1 janitor per 150 guests \$30/hr x # personnel

Additional options

Lobby Rental	\$75	\$75	\$75
Corridor Rental	\$40	\$40	\$40
Cordless Mics	\$25/each	\$25/ea	\$25/ea

Lobby/corridor Food service Cleanup Deposit

\$100

Note: Food and beverages are not allowed in the auditorium.

Banquet Center

Event	Base Rate
Basic gym (no balls)	\$35/hr
Mtg/dinner event -½ day (4 hours)	\$160
Full day (8 hours)	\$260
Set up fee	\$100
Food Service/Cleanup deposit	\$100
Run-over (time)	\$125 (or portion of an hour)

Saturday operation hours/after hours operation:

Add 1 janitorial staff over 150 guests	\$30/hr – four hour minimum
Add 1 security staff over 150 guests	\$35/hr – four hour minimum

Conference Center

A note regarding the food cleanup deposit: for non-tenants, you must notify us in advance that you will be serving food AND pay the deposit. If you bring food and have not paid the requisite deposit and our staff has to spend additional time cleaning the room of food or other debris, your charge for that cleaning will be double the food cleanup deposit for that room. Tenants, the cleaning will be billed to your Enterprise deposit. Cleaning deposits are refundable if the room is returned to its original condition and all debris has been removed. Excessive cleaning will be billed at \$36/hr or portion of an hour.

Also note that all rooms are rented “as is”. Special setups of tables and chairs are available at an additional cost. We require written notice a minimum of 48 hours before your event/meeting. For ease of communication, please draw out a copy of your desired layout and return it to the Enterprise Coordinator. Fees for special setups are contingent upon the complexity and estimated time to complete. It is possible to add or subtract tables and chairs from most rooms. Ask at the time of rental what is possible for the room you’re requesting.

Wireless internet and conference calls are available in any of the rooms for an additional fee. Please let us know you will need those services at least a week in advance.

Room	Accommodation	Rate	4 hours	8 hours
Board room	20 people	\$15/hr	or \$45	\$90
	<i>(Set conference style)</i>			
	Amenities: Counter, microwave, fridge, whiteboard			
	Food cleanup deposit	\$50		
	Debris cleanup fee	\$36/hr or portion of an hour		

Room	Accommodation	Rate	4 hours	8 hours
D1/D2	96 people	\$25/hr	or \$85	\$155
	<i>(Set Banquet Style)</i>			
	Amenities: Whiteboard (2), partition wall, two countertop areas – one each side of the room.			
	Food/ cleaning deposit	\$100		
	Debris cleanup fee	\$36/hr or portion of an hour		

(These rooms have a partition and can create separate areas for various presentations or breakout sessions.)

	Accommodation	Rate		4 hours	8 hours
Room E	18 people <i>(Set classroom style)</i>	\$12/hr	or	\$40	\$80
	Amenities: Chalkboard, wall-mounted projection screen, adjoining door to room F.				
	Food cleanup deposit	\$50			
	Debris cleanup fee	\$36/hr or portion of an hour			

Room F	36 people <i>(Set classroom style)</i>	\$15/hr	or	\$45	\$90
	Amenities: Whiteboard, adjoining door to room E.				
	Food cleanup deposit	\$50			
	Debris cleanup fee	\$36/hr or portion of an hour			

(Note: Rooms E and F have adjoining doors and work well for multi-purpose meetings with various presentations or breakout sessions.)

Room J	36 people <i>(Set classroom style)</i>	\$20/hr	or	\$55	\$110
	Amenities: Chalkboard, free-standing projection screen, podium				
	Food cleanup deposit	\$100			
	Debris cleanup fee	\$36/hr or portion of an hour			

West Gymnasium

Event	Base Rate
Basic gym activities	\$45/hr
Meeting/dinner event-half day (4 hours)	\$300
Meeting/dinner event-full day (8 hours)	\$500
Setup fee	\$150
Food service cleanup Deposit	\$150
Run over(time)	\$125/hr (or portion of an hour)

Dance Studio

Basic Rate	\$10/hour
Dance practice/exercise class -Half day (4 hours)	\$30
Dance practice/exercise class -Full day (8 hours)	\$60
Special setup (chairs & tables) half day (4 hours)	\$80
Special setup(chairs and tables) full day (8 hours)	\$140

Outside field

Half day	\$25	Full day	\$45
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Patio

Half day	\$40	Full day	\$65
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Garden Court (West courtyard)

Half day	\$30	Full day	\$50
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Community Garden

1 plot (20' x 20')

\$30/per growing season (May to October)

How to make a reservation for temporary rental of Enterprise Area

Auditorium and Large event rental:

- 1) **Make an appointment** with Vickey Richardson to check the availability of the space.
- 2) **Read carefully** and complete the **Lease Agreement Form** *except* for page 5 <price worksheet> and turn it in to Vickey at the time of the appointment. Make sure that you have **read the Rules and Regulations** section and signed the acknowledgement.
- 3) Joan will review the agreement and complete the price worksheet with appropriate charges with you.
- 4) If the price is agreed upon, **sign the price worksheet and return it to Vickey with 20% of the event price as a deposit.**
- 5) Joan will send you/your organization/group a copy of the completed Lease Agreement with authorized signature and a confirmation letter.
- 6) You will receive an invoice from our finance department. **Send/bring the full payment by noon at least ten business days prior to your event. (Failure to do so may cause the cancellation of your event. In this instance, your deposit will not be refunded.)**
- 7) Contact Joan with additional details as it gets close to the date of the event.
- 8) **Cancellations must be done in writing** by completing the yellow Cancellation Form (or this may be done on-line at www.sabathani.org) by noon of at least ten business days prior to the event for a refund.

Conference rooms, studio and patio rental

- 1) Check availability at the Front Desk or with Vickey Richardson.
- 2) **Read carefully** and complete the **Temporary Space Rental Agreement form**. Return the form with a \$10 deposit to reserve the space. **Reservations made with less than two weeks notice require full payment in cash, cashier's check or money order at the time of request. Please write the name of your organization on your checks.**
- 3) We will contact you to confirm the reservation and will send an invoice for the balance of the rental fee.
- 4) **Pay the balance due, in full, at least ten business days prior to the reserved date.** (Failure to make a payment in advance may cause cancellation of the reservation and the deposit will not be refunded.)
- 5) **Cancellations must be done in writing** by completing the yellow Cancellation Form (or on-line at www.sabathani.org) by noon at least 2 business days prior to the event for a refund.

For questions, please call:

Auditorium/Large event:

Jesus Dominguez – Facility Manager - 612-821-2305 or
Vickey Richardson – Enterprise Coordinator – 612-821-2340
Or contact us via email at enterprise@sabathani.org

Conference room, studio and patio:

Vickey Richardson – Enterprise Coordinator or Facility Staff - 612-821-2340

Enterprise Equipment Rental List

Piano	\$100	Power strip with surge protector	\$5/day
Damage deposit	\$150	Metal folding chairs	\$1/each
Organ (Conn pedal)	\$200	Table 3x6	\$10/each
Damage deposit	\$250	Wheelchair lift	No charge
Auditorium Following spotlight	\$35/hour	Wheelchair ramp	No charge
Laser Lighting with fog	\$50 up to 4 hours	P.A. system with Microphone	\$150/day
Fog	\$30 up to 4 hours	D.J.	\$75/hr – four hour minimum
Pin ball Light	\$25/day	Gas Grill	\$15/day
Lighting gels	\$5/sheet	Cleaning deposit	\$5
Corded microphone (for rehearsal)	\$6/day	Charcoal grill	\$20
Cordless microphone (for rehearsal)	\$10/day	Cleaning deposit	\$10
Hard of hearing receivers	\$25/each	10 gallon juice cooler	\$10/day
Podium	No charge	5 gallon juice cooler	\$5/day
Extension cord – 50 feet	\$5/day	Food warmer/shafer	\$15/day
Extension cord – 100 feet	\$8/day		

Catering List

Coffee decaf or regular over 20 people	\$10 per gallon
Coffee decaf or regular under 20 people	\$1.00 per serving
Tea (hot) over 20 people	\$0.75 per serving
Tea (hot) under 20 people (10 servings minimum)	\$1.00 per serving
Punch (10 servings minimum)	\$0.75 per serving
Hot chocolate (10 servings minimum)	\$0.75 per serving

*Customer may choose to combine some of the above beverage items to accommodate 10 servings.

Bottled Water	\$1.00 per bottle
Apple Juice	\$1.00 per bottle
Orange Juice	\$1.00 per bottle

Beverage catering request must be made at least 1 week in advance.

Food catering is available with advance notice depending upon availability of caterers.