



## CLOVERLEAF BUILDING

### FOR NON-PRIVATE PARTY EVENTS HELD ON A MONDAY, TUESDAY, WEDNESDAY, OR THURSDAY

*Prices for Fiscal Year 2020-2021, July of 2020 through June 2021*

#### **USE FEES: \$622.00 Is the Base Use Fee per Event Day**

Monday-Thursday: \$622.00 includes tables and chairs. All events must end at Midnight and clean-up is from Midnight to 1 AM. For organization/business meetings, a rate of \$82.00 per hour is offered with a 4-hour minimum (\$328.00.) The hourly rate offering must include your move-in and move-out time. (For your benefit, if the hours exceed the price of the daily rate, the daily rate will then apply.) The new ceiling-mounted digital projector and the large wall-mounted screen are available at a package price of \$300.00, or \$200.00 for the projector alone, and \$200.00 for the screen alone. These two items, if requested, also require a \$300.00 refundable A/V damage deposit that will be returned to you via check after the event if the equipment is not damaged during the Use. The full-floor lectern with sound is \$46.00, and the Table-top lectern with sound is \$35.00.

Alcohol, if served, must be served by our Facility Alcohol Services Contractor, and we will provide you with the contact information when you move forward to secure your event date(s). If you need Catering Service, we will provide you with our current list of caterers who are contracted and approved to do business at the facility, and you can choose a caterer off that list who you will then work with directly. For Social Functions, private such as parties and receptions, whether alcohol is served or not, security personnel are required to be present. Any public function where alcohol is served, security will also be required. The County will schedule the security personnel for your event with the County's security contractor. The number of security personnel needed is based on how many guests will be attending. The User is responsible for covering the security costs and that expense will be discussed in detail when the Use of the building is arranged. Security costs are \$21.00 per hour, per guard, with a 4-hour minimum. The holiday rate is \$31.00 per hour, per guard.

#### **BUILDING SPECIFICS:**

- 3,200 Sq. Ft. (40' x 80' Room)
- 19' x 24' kitchen
- 120 if you are planning on a dance floor and full seating for all 120 guests, 200 is the limit for events with no dance floor.
- Ceiling Height: 14 feet
- Handicapped Accessible
- Air Conditioned

8-foot long tables are available, along with 60-inch round tables. The building will be set up with the tables and chairs when you arrive per your requested arrangement. The chairs provided are folding chairs, however you are free to rent chairs from an outside rental company if you wish to have another style and have them delivered and set up by the rental company. The User must furnish a certificate of liability insurance, with the minimum limits of liability being **\$1,000,000.00 per occurrence** for each bodily injury and property damage, and **\$2,000,000.00 aggregate**. The insurance documents will also include a page serving as the Additional Insured Policy endorsement stating the policy has been altered to include Washington County, its' elected officials, officers, agents, and employees as additional insured.