



PERFORMING ARTS CENTER RENTAL RATES & FEES

Non-Profit: This classification is defined as use by a non-profit organization, taxing or government agency (proof of 501c3 or other non-profit status require).

Deposit Policy: A deposit of 1/2 of the room rental and a signed rental agreement is required within 7 days of the date on the agreement. The balance is due 30 days prior to the first day of your event. Events booked within 1 month of the event date require a full payment with the signed rental agreement. Additional deposits may be required.

Cancellation Policy: Notification of cancellation of an event must be received no later than 60 days prior to the event date to receive deposit refund. Notification of cancellation received after this deadline will result in a forfeiture of the entire contract amount. All cancellations must be submitted in writing.

Event Security: Security will be required for public events taking place after 5:00 p.m., for any event that is serving alcohol, and for events that will have over 300 guests. Arrangements for security will be made by the Event Coordinator. Security is \$35.00/hr per officer, and they must be paid cash the night of the event. Palestine Police Department is the sole security provider for the City of Palestine. Number of officers and hours will be determined by the Event Coordinator.

Rental Space Capacity:

Foyer:

1,280 sqft.

Seats 100 without dance floor

Multi-Purpose Room

6,820 sqft.

Seats 300 (max capacity for fire safety)

Auditorium:

Seats 1,327

Meeting Rooms:

Seat 20





**PALESTINE CIVIC CENTER
RESERVATION WORKSHEET**

Date of Inquiry: _____

Has your group rented the facility before Y / N

Event Name: _____

Contact Person Responsible: _____ Email: _____

Individual/Organization/Company Name: _____

Mailing Address: _____ City/State/Zip: _____

Daytime Contact Number: _____ Other Contact Number: _____

Event Date(s): _____ Event Hours: _____

Set Up Date(s): _____ Set Up Hours: _____ Clean Up Hours: _____

Attendance: _____ Will there be alcohol at this event? Y / N

(Circle all that apply)	Non-Profit/Day (8am-5pm)	Night (5pm-1am)	Full (8am-1am)
Multi-purpose Room	\$300.00	\$350.00	\$400.00
Additional Day(s)	\$275.00	\$300.00	\$350.00
Kitchen Rental	\$50.00	\$75.00	\$100.00
Auditorium	\$450.00	\$475.00	\$500.00
Additional Day(s)	\$400.00	\$425.00	\$450.00
Foyer	\$100.00	\$150.00	\$200.00
Additional Day(s)	\$50.00	\$50.00	\$50.00
Concession Stand	\$50.00	\$75.00	\$100.00
Additional Day(s)	\$25.00	\$50.00	\$75.00
Meeting Room C	\$25.00	\$35.00	\$40.00
Additional Day(s)	\$20.00	\$30.00	\$35.00
Meeting Room D	\$50.00	\$75.00	\$100.00
Additional Day(s)	\$40.00	\$70.00	\$90.00
All Facilities	\$800.00	\$850.00	\$900.00
Additional Day(s)	\$650.00	\$700.00	\$750.00

Review pricing above and additional set up day rate and total.

Total Rental Subtotals:

Set Up Day: \$150.00 \$ _____

Security: Rate is \$35.00 per hour per officer

Security Subtotals:

Security Dates: _____ Security Hours: _____ Total hours _____
 _____ - _____ () # of officers _____
 _____ - _____ () # of officers _____ \$ _____

Maintenance Services Available:

Maintenance Subtotals:

Setup Charges: \$100.00
 Stage Set-Up (portable stage) \$50.00
 Tear Down & Cleanup: \$200.00 \$ _____

Equipment Available for Rent:

Equipment Rental Subtotals:

Spot Light (1 Available) \$50.00
 Microphone Set Up (Indicate wireless or cord) \$20.00
 Sound & Light Technician \$25.00 per hour # of hours _____ Subtotal \$ _____
 Grand Piano (Available only in the Auditorium) \$75.00
 Podium \$5.00
 Video Projection Screen \$50.00 (MPR Only)
 Red Carpet (4'x25') \$15.00
 Chandelier (2 large, 4 small avail) \$60.00 lg/\$35.00 sm Large _____ Small _____ Subtotal \$ _____
 Single Up-light (10 available) \$5.00 per single # of lights _____ Subtotal \$ _____
 Quad Up-Light (1 available) \$20.00
 Projection Screen(s) \$10.00 each
 Table Linens (Round or Rectangular) White or Black \$6.00 per table # of tables _____ \$ _____
 Pipe & Drape \$20.00 per panel # of panels _____ \$ _____

Auxiliary Charges:

Auxiliary Subtotals:

Alcohol Surcharge \$100.00
 Coffee/Beverage Service \$20.00 (per 50 guests)
 Extra Dumpster Pickup \$57.77 \$ _____

Notes:

Contract Total: \$ _____