

John D. Windham Civic Center 2018 - 19 Rates

ROOM	Sq. Ft.	Weekday - Evening (Mon.-Thur.)			Weekend (Fri. - Sun.)				Weekday - 8 a.m. - 5 p.m.		
		Rate	2nd Rate ***	Damage Deposit	Rate	2nd Rate **	Half-day ◇◇	Damage Deposit	Rate	2nd Rate **	Damage Deposit
Brd. Rm	700	\$225	\$150	\$115	\$250	\$175		\$125	\$150	\$100	\$75
Hourly Rate		\$35		\$30	\$50			\$50	\$35		\$30
Lobby (Hourly Rate)	2,000	\$35		\$30	\$50			\$50	N/A	N/A	N/A
Civic Rm	1,000	\$200	\$125	\$100	\$225	\$150	\$100	\$115	\$135	\$85	\$65
Rm A or C	2,400	\$200	\$125	\$100	\$275	\$200	\$125	\$135	\$165	\$110	\$85
Rm B	1,900	\$200	\$150	\$100	\$225	\$150	\$100	\$115	\$135	\$85	\$65
Rm A or C w/ B	4,300	\$350	\$250	\$175	\$425	\$300	\$200	\$215	\$275	\$175	\$135
Rm A, B, C	6,700	\$500	\$375	\$250	\$600	\$425	\$300	\$300	\$400	\$275	\$200
Conf. Hall	10,500	\$600	\$475	\$300	\$700	\$550	\$400	\$350	\$450	\$300	\$225
Entire Bldg. (- Brd. Rm)	20,000	\$900	\$600	\$450	\$1,400	\$1,100		\$700	\$900	\$600	\$450

Holiday Rates Recognized City holidays will be charged 1.5 times the normal rate. Covered holidays are listed below: New Year's Day, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day following Thanksgiving, Christmas Eve, and Christmas Day. In addition, should a holiday fall on the day immediately preceding or following a weekend (i.e., Labor Day, Memorial Day, Thanksgiving) the holiday rate will apply throughout the weekend.

Non-Profit Rates Non-Profit organizations who have a 501-C on file with the IRS will be granted a 20% discount on the rental rate.

City Property Taxpayers A 15% discount is available on the rental rate (only) to City of Center property taxpayers for personal or family events. This is not applicable for business or organization events.

Short-Notice Rentals Should a Client request a rental date of less than 72 hours from the time of inquiry and the facility or needed portion thereof be available (subject to the Staff being available for setup), the Client will be charged 1.5 times the normal rate for the same space and time. If the requested date(s) fall on a holiday weekend, the Client will be charged twice the normal applicable rental rate. The damage deposit and equipment rental fees will remain the same, with the equipment subject to availability.

Quincineria Quincinerias will only be allowed at the Windham Civic Center. This event requires security to be retained at the Client's expense, with the Civic Center staff scheduling and overseeing the security (as in all other situations).

2nd Day Rate *** Is used for an early move-in or for the second or more day of the same event. The day consists of the same hours as the primary rental day, 8 a.m. to 12 a.m.

Half-Day ◇◇ A Half-day rate is available to a Client for the day prior to an event who wishes to decorate or setup, but does not need a full second-day rental. The options are either 9 a.m. to 4 p.m. or 4 p.m. to 10 p.m.

Kitchen/Catering	People	Rate	People	Rate	People	Rate	People	Rate	People	Rate
		0-50	\$50.00	50-100	\$75.00	100-150	\$100.00	150-200	\$125.00	200+

Alcohol - a fee charged for extra clean up and risk to the facility.	People	Rate	People	Rate	People	Rate	People	Rate	People	Rate
		0-50	\$100.00	50-100	\$150.00	100-150	\$200.00	150-200	\$250.00	200+

Any event lasting later than 12:00 a.m. will be charged \$75.00 per hour. This must be pre-arranged, not applicable at the time of the event. The latest time to leave the building is 2 a.m.

The deposit for any rental is 1/2 the rental fee. This is required at the time of the contract or reservation. No reservation is held without a deposit and a signed contract.

The remaining money is due at least **thirty (30)** days prior to the event, or the event may be cancelled and the deposit forfeited. A layout for the event is required to be submitted and agreed on no less than seven (7) days prior to the event. **Any use of electronics (including, but not limited to a computer hookup, DVD playing, or sound equipment) must be arranged at least 48 hrs. in advance and paid in advance.**

Additional Fees:

Microphones: Cordless	each	\$25.00
Corded	each	\$20.00
Soundboard:	each	\$25.00
Chair Upgrade:	each	\$1.00
Stage:	each section	\$20.00
Curtain:	each section	\$15.00
Laptop Connection:	each	\$25.00
Uplights:	each	\$7.00
	For the set of 16	\$100.00
Projector/Screen		\$75.00
Conference Call	Call 20 minutes or less	\$15.00
	Call 20 - 45 minutes	\$25.00
Coffee/Water Service - up to 25 ppl	Per Day	\$25.00
Coffee/Water Service - up to 75 ppl	Per Day	\$50.00
Coffee/Water Service - over 75 ppl	Per Day	\$75.00