



Scheduling Policy

- The room must be booked two days prior to the event or you will be subject to an increased last-minute rate of \$100 per hour.
- At the time of booking a deposit of HALF of the total rental fee will be due. The remainder will need to be paid at least two days prior to the event.
- Catering information must be provided at the time of the booking. No alcoholic beverages will be allowed on premises unless through catering or bar tending services who are licensed. A copy of the liquor license from ABLE commission will be required. License is required two days prior to event.
- Rental rates are as follows:
 - \$75 per hour with a minimum of two hours
 - \$60 per hour for third and fourth hour
 - Events longer than 4 hours will have reduced hourly rate
 - \$50 for setup/breakdown
 - \$50 AV system fee if smartboard or PC is to be used
 - \$45 Cleaning fee