

**RECREATION BUILDING
RENTAL INFORMATION 2017
98 RICHARDS WAY**

	CLASS 1		CLASS 2 (NON-PROFIT)	
	RESIDENT	NON-RESIDENT	RESIDENT	NON-RESIDENT
USAGE FEE	\$85.00 / HOUR	\$105.00 / HOUR	\$70.00 / HOUR	\$85.00 / HOUR
KITCHEN	\$100.00 PER RENTAL	\$100.00 PER RENTAL	\$75.00 PER RENTAL	\$75.00 PER RENTAL
LIQUOR WAIVER	\$50.00 PER RENTAL			
ADMIN FEE	\$25.00 PER RENTAL (NON-REFUNDABLE)			
INSURANCE	COST VARIES PER EVENT, RANGING FROM \$134 - \$258			
CLEANING DEPOSIT	\$2.00 PER PERSON \$200.00 MINIMUM / \$500.00 MAXIMUM			
SECURITY	\$32/HOUR			
	<ul style="list-style-type: none"> - Total security fees vary depending on the nature and length of the function. ESI Security Services (ESI) will determine the number of security personnel required for each function based on the information provided on the application. - A minimum charge of \$32 per hour for security will be charged upon receipt of the application. - Additional security fees required for a function will be paid from the deposit. Any fees due in excess of the deposit amount will be billed following the function and are due within 5 working days from the invoice date. 			
RESERVATION DEPOSIT	\$300.00 (NON REFUNDABLE) WILL BE APPLIED TOWARDS USAGE FEES WHEN BALANCE IS PAID			

NOTE: Reservation deposit and Administration Fee are due when a reservation is made. All usage fees must be paid a minimum of 30 days prior to use or event will be subject to cancellation, with the administration fee and reservation deposit forfeited. A minimum of 4 hours is required for each rental.

