

# GARRISON CITY AUDITORIUM FEE SCHEDULE

1. Churches, School, non-profit organizations and other public functions, the rental fee is **\$50.00** per day plus **\$150.00** deposit. This fee includes the cost of the kitchen rental. If the party would like to set up the day before, there will be a **\$10.00** charge.
2. For profit organization (examples but not limited to: rummage sales, auction sales, open houses, giftware parties, Tupperware, Mary Kay or Avon) the rental fee is **\$75.00** per day plus **\$150.00** deposit.
3. Dickens use, rental fee is **\$75.00** per day of the event and \$50 the other days plus **\$150.00** deposit.
4. Dances, **\$250.00** plus a **\$150.00** deposit. If the party would like to set up the day before, there will be a **\$75.00** charge. The responsible party must take down all decorations, clean off tables and chairs and clean up **ALL garbage (this includes beer cans, bottles, etc. inside and outside of the building) and place them in the dumpsters provided**. The city employee will put away tables and chairs and clean the floor after the dance. The auditorium doors will be locked one-half hour post the event. There will be no consumption of alcohol, or any alcohol brought into the building after 1 a.m. The renter is responsible for finding and paying the wages for an Officer to police the dance. Contact McLean County Sheriff's Department to secure a deputy. Telephone number is 463-2296. The officer is in charge of locking the door  $\frac{1}{2}$  hour post the event. Any time alcohol is served there must be a deputy present and the Beer and/or Liquor License transfer must state the hours of serving.
5. Kitchen rental is **\$50.00** per day with a **\$100.00** deposit. The \$100.00 deposit for the kitchen will be charged to all organizations and individuals for the use of the kitchen. The deposit will be returned after the inspection of the kitchen by the City Auditor or a city employee.
6. Lobby use only, the rental fee is **\$10.00** per day plus **\$150.00** deposit.
7. No charge for the following: Blood drives; City related meetings; elections; Memorial Day; Veteran's Day; Dance Line practice (when auditorium is available) walking; benefits for a grave illness or home destruction.

Set-up and clean-up will be **\$15.00** per hour per city employee. All fees are to be collected prior to the event. No city property of any kind shall be removed from the premises. The City employees will move the stage to another location for a fee of **\$150.00**, otherwise, the stage shall not be moved, and it must remain on the south wall. Hanging item(s) from the ceiling is **NOT ALLOWED**.

The **\$150.00 and \$100.00** deposit will be returned if everything is cleaned accordingly. If not, only a portion will be refunded depending on the amount of time spent cleaning.

Doors will be secured by city personnel after each event unless it is a wedding dance.

Capacity- 250 people | Inside dimensions- 50' X 75' | Stage dimensions- 4' X 8' sections ( $\frac{1}{2}$  or full stage available) | Tables available: 54 6' & 6 8'

Rates and Deposit effective January 1, 2024.