

Bartlesville Community Center – Room Rental

As of July 2016

Community Hall

M – F 8:00am to 5:00pm	\$65.00 per hour
After 5:00pm	\$90.00 per hour
Event rentals AFTER MIDNIGHT	\$125.00 per hour
Weekends (4 hour minimum)	\$90.00 per hour

Deposit Required:

\$ 250.00

Studio Theatre – Lyon Gallery – Balcony

M – F 8:00am to 5:00pm	\$40.00 per hour
After 5:00pm	\$55.00 per hour
Event rentals AFTER MIDNIGHT	\$90.00 per hour
Weekends (4 hour minimum)	\$55.00 per hour

Deposit Required:

\$ 150.00

Luncheon Rate (3 hours total use/week days only)

\$1.00 per person attending (\$110.00 minimum) includes set up/tear down and kitchen use (as available) for a maximum of three hours TOTAL. Additional unscheduled time on day of event will be at a rate of \$75.00 per hour.

Kitchen

\$50.00 per use during room rental (per day)

Kitchen use includes refrigerators; freezer, ice machine, warming boxes, stoves, ovens; microwave and dish sink during the times specified in your contract. **Kitchen Rental does not include dishes, coffee cups, glassware, silverware, salt and pepper shakers or commercial coffee equipment and carafes.** No chaffers, pitchers, serving utensils or catering equipment is available. Dishes and coffee service are available for rental, please see rates listed below.

Other Charges

Set Up and Tear Down Labor	Based on event set up needed
Table Linens or Spandex	\$ 5.00 per tablecloth
Linen Napkins	\$10.00 per dozen napkins
White, Forrest Green and Royal Blue Skirts	\$10.00 per table
White or Cream Chair Covers & Silver, Purple or Burgundy Bows	\$ 2.00 per cover & \$2.00 per bow (set up)
Dance Floor	\$80.00 (12x15), \$100.00 (18x18), \$125.00 (24x24)
Security Officer (Required during alcohol service)	\$30.00 per hour/per officer \$50.00 per hour/per officer AFTER MIDNIGHT
LCD Projector	\$30.00 per use
Portable Sound System with MP3 Connector	\$30.00 per use
Full Coffee Service (paper cups, sugar, creamer & stirrer)	\$.50 per person – Regular and Decaf included
Dishes * (9" plate, 7" plate, coffee cup, glassware and silverware)	\$.75 per person – based on your guarantee number
Pipe & Drape 10' Tall x 20' Long or 10' Tall x 40' Long	\$50.00 or \$100.00
3' (tall) x 120' Long	\$240.00 or \$20.00 per 10' segment
LED Lighting Packages	\$100 (1-5 lights), \$150 (6-8 lights), \$200 (9-12 lights)
Gobos	\$100 each, \$50 per copy, + \$40 labor
Holiday Room Rates & Accompanying Weekends	Double the Regular Room and Labor Rate

* All Dishes are to be washed, dried and put away after use or an additional cleaning fee will be added to your Invoice.

Please Note:

- During all evening and weekend events there will be a Night Manager and/or Maintenance Professional available.
- Labor charges are not included in the room rates and will be given based on desired room set up.
- Additions to rental time outside of the contracted hours on the **day of the event** are at a rate of **double time**. Please plan carefully.