



## FACILITY RENTAL EVENT COST WORKSHEET

ITEM	COST	AMOUNT NEEDED	TOTAL COST	✓
<b>FACILITY RENTAL COSTS:</b>				
<b>FACILITY RENTAL FEE</b> – (includes facility rental, admission fees for 100 guests, 4 staff, 18 tables and 100 chairs)	\$ 2,000.00	1	\$ 2,000.00	
<b>MEMBERSHIP FEE</b> (Family level)	\$65.00			
<b>ADDITIONAL GUEST ADMISSION FEE</b> – (\$8 per person (over first 100 people) *No charge for children age 4 and younger)	\$ 8.00			
<b>ADDITIONAL SECURITY STAFF FEES</b> (applicable in each of the following cases): <ul style="list-style-type: none"> <li>• Alcohol is served</li> <li>• Guest count exceeds 200</li> <li>• Guest count exceeds 300</li> <li>• Guest count exceeds 400</li> </ul>	\$ 100.00/ per staff member			
<b>LATE FEE</b> -(reservations made within 4 weeks of event date)	\$100.00			
<b>EQUIPMENT RENTAL:</b>				
<b>Additional Tables</b> (6' x 30" – sits 6 guests comfortably)	\$ 9.00 each			
<b>Additional Chairs</b> (white, padded, folding chairs)	\$ 2.00 each			
<b>Sound system</b>	\$ 500.00			
<b>Audio Tour Wands</b>	\$ 2.00 each			
<b>Tents &amp; Canopies</b> (Cost dependent on specs ordered. Payment due when ordering.)				
<b>Outside equipment flat fee</b> (providing your own tent/table/chairs)	\$100.00			
<b>MISCELLANEOUS RENTALS</b> (to order these items/services, please complete an order form):				
<b>Guided Tours</b> – per guide	\$100.00			
<b>Edge of the Reef Experience</b>	\$125.00			
<b>Photo Packages</b> (Starting at \$115.00/20 photos)				
<b>Tablecloths</b> (disposable) – 3 per pack	\$12.00/pack			
<b>Linens</b> – (white or ivory poly/cotton, \$13.00-20.00 each)				
<b>Wind clips</b> (for WAQ tables)	\$10.00			
<b>Set up/breakdown of tables/chairs</b> (100 chairs or less)	\$200.00			
<b>Cooler</b> – 150 quart size *ice not included*	\$25.00			
<b>Cool drink dispenser w/ice</b> – 5 gallon	\$25.00			
<b>Lecture Podium</b> w/microphone holder	\$125.00			
<b>Portable projector screen</b> (48" x 64")	\$45.00			

*Prices are subject to change without notice.*

<b>TOTAL \$</b>
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