

# The ENGINE ROOM

## 2022 Pricing Schedule

### Daily Facility Fee

**Sunday-Thursday Events** **\$3,750.00**

**Friday Events** **\$4,200.00**

**Saturday Events** **\$5,200.00**

*Daily Facility Fee includes the following:*

*14 hours of facility use including our outdoor patio, the bridal suite and the groom's suite, including ALL setup and tear down of tables and chairs ONLY, preset tables and chairs per client provided floor plan, House Manager, use of all load-in and load-out equipment (see equipment list), all tables and chairs rental (see table/ chair inventory), dumpster onsite, use of Caterer's Kitchen, use of available ice from facility ice machine, all onsite consumables (paper towels, trash bags, etc). The Engine Room rentals also include a \$1000 Upgrade credit for IN HOUSE upgrade items (see page 5 of pricing packet).*

### Holiday Weekends Surcharge

Certain Holiday Weekends will incur a Rental Fee Surcharge of \$750.00 for all bookings on those weekends. The Holiday Weekends that are subject to this Holiday Weekend Surcharge are as follows:

New Year's Eve/Day  
Martin Luther King, Jr. Day  
Memorial Day  
July 4th  
Labor Day  
Thanksgiving  
Christmas

### Hourly Facility Fee

All events must be concluded by 1:00 AM (except New Years Eve). Any events extending beyond 14 hours of use will incur an additional **Hourly Facility Fee of \$450.00 per hour**. Under NO circumstances may events extend beyond 2:00 AM (except New Years Eve), including kitchen clean up and load out by all vendors.

## **Cleaning Fee**

All events require the payment of a non-refundable cleaning fee at the time of booking in the amount of **\$250.00**.

## **Date Reservation Deposit**

All events must be secured at the time of booking with a **Date Reservation Deposit equal to 50%** of the Facility Rental Fee. The balance of the Daily Facility Fee is due 30 days prior to the Event Date.

## **Damage Deposit**

All bookings require a **Damage Deposit in the amount of \$1,000.00** in the form of a credit card authorization on file to be held on our event software in the event of property damage to the premises or equipment.

## **Onsite Security Fee**

All events require on-site security provided by off-duty City of Monroe Police Officers. The Engine Room will secure the services of these officers for the Renter. The security officer is **to be paid directly by the Renter** at the conclusion of the event at the rate of **\$50.00 per hour**, charged in half-hour increments.

## **Early Setup Fee**

If the facility is available and not rented for another event, the Facility may be accessed on the day prior to the Event Date for early setup ONLY between the hours of 8:00 AM and 6:00 PM for an **additional fee of \$250.00 per hour**, minimum 3 hours and maximum 10 hours.

## **Available Discounts**

### **WINTER SEASON DISCOUNT**

All events booked for January and February will receive a **15% discount** off the Daily Facility Fee. **EARLY**

### **BOOKING DISCOUNT**

All events booked more than 18 months in advance will receive a **10% discount** off the Daily Facility Fee.

***Only one discount allowed per booking. No discounts available SUNDAY - THURSDAY. NO EXCEPTIONS***  
**LATE BOOKING DISCOUNT**

All events books with an Event Date less than 90 days out will receive a **15% discount off** the Daily Facility Fee.

Only one discount allowed per booking. Discounts available ONLY for Friday and Saturday events.

**NO DISCOUNTS are available for SUNDAY-THURSDAY or HOLIDAY WEEKEND events-NO EXCEPTIONS.**

### **Cancellation Fees**

For all cancellations received more than 90 days prior to the Event Date, Renter will receive a refund of ½ of the Date Reservation Deposit. Pay In full payments are subject to 1/2 refund of payment made at time of contract. For cancellations received less than 90 days prior to the Event Date, no refunds will be given. Any rescheduling of the original Event Date may be subject to a Reschedule Fee of up to \$1000.00. **Additional Services**

The Engine Room does not provide wedding/event coordinator services. These MUST be provided by a wedding/event coordinator of your choosing. The Engine Room ***STRONGLY ENCOURAGES*** all events to utilize the services of a hired professional event coordinator to handle all pre-planning and day of event services. The Engine Room will work with your wedding/event coordinator to provide a wonderful experience for you and your guests. If you do not have a wedding/event coordinator, we will be happy to provide you with a referral. Any IN HOUSE UPGRADES (Above \$1000 upgrade credit); lighting or drapery rentals, decorations, audio/video equipment, staging or additional services provided by The Engine Room will incur additional fees above and beyond the Daily Facility Fee described above and must be agreed to and paid for at least 30 days prior to the Event Date. If you choose to have any outside vendor rentals and items are dropped off or picked up outside of the 14 hour time slot, you are subject to a \$250 charge for extended rental.

# The ENGINE ROOM

## NOTICE: INSURANCE REQUIREMENT!

***You must have a Special Events Insurance policy or rider for your event at our facility.***

It is for YOUR benefit more than it is for ours! We already have good insurance for the events, but YOU do NOT! Sometimes your homeowners insurance can cover the event, IF you call and get them to add the event. If not, you need to buy a Special Events Insurance Policy! **If your Event will be serving alcohol make sure that you add host liquor liability coverage when buying the policy.** Also make sure that Old Monroe Mills, LLC and The Engine Room at Mill, LLC are named as additional insureds on the policy. For your convenience, here are two companies that sell Special Event Insurance directly online. It is really easy to buy a policy online. It usually only takes a minute or two to complete.

[www.wedsafe.com](http://www.wedsafe.com)

[www.wedsure.com](http://www.wedsure.com)

[www.eventhelper.com](http://www.eventhelper.com)

# The ENGINE ROOM

## 2022 Upgrades Pricing Schedule

*The Engine Room offers some limited décor, lighting and feature upgrades. We recommend utilizing the services of a full-service event coordinator and are happy to provide you with a great referral. However, to assist you, we have created a few limited package upgrades to help make your event special and memorable.*

*All rentals include \$1000 upgrade credit toward in house upgrades, \*Stage and \*Uplighting not included.*

Café Lighting-One Section of Room-Installed	\$300ea.
Café Lighting-Entire Room-Installed	\$750
Chandeliers (Vintage, Eclectic, 16"-24" Size, Each Unit Varies)-Installed	\$300.00 ea.
Entire Room Chandeliered—Total of 8 Chandeliers Installed	\$900.00
Feature Chandeliers (Large, 36"-42" per Unit, 2 available)-Installed	\$165-250.00 ea.
Outdoor Patio Propane Heaters	\$75.00 ea.
Outdoor Patio Fire Pits/Barrels (Including burn wood during event)	\$200.00 ea.
HDTV Units (50" HDTV LCD TVs for TV or DVD or Slideshow Viewing)	\$100.00 ea.
DIY Drapes 10' x 15' Panels, White or Ivory Sheer Panels (50 each White or Ivory)	\$25.00 ea.
- Straight backdrop DIY	\$100.00
- Criss Cross	\$400.00
- Sway to Right or Left	\$400.00
- Room Divide DIY sheers	\$500.00
- L Shape Room Divide	\$750.00
BAR, EAT, ARROW Lighted Signs, Installed (8 Total Available)	\$75.00 ea.
Large Wooden Cross (5'x8')	\$75.00
*Stage - 4'x4' or 3'x3' Sections (Stage may be configured from 4'x4' to 16'x24' with an 8' half circle kicker.) Includes installation and skirt. Also have a 6'x9' drum riser.	\$30.00 ea.*
Ceremony Stage Unit (6'x9' total)	*not included in credit
*Lighting Package (All Inclusive)	\$200.00 \$
36 can lights for wall wash (10 colors always on)	500.00 *
16 pin lights (10 colors always on & 2 Party Bars (black out or noise activated)	

\*\*All Sales Tax  
Included

# The ENGINE ROOM

## Table, Chair & Equipment Inventory

The Engine Room has the following table, chair and equipment inventory available for use by our Clients during their event. Additional tables and chairs must be provided by the Client or a vendor of their choosing. Any damage to The Engine Room's tables and chairs will result in Client's Damage Deposit or a portion thereof being forfeited. All of our tables are extremely durable. However, there should be NO SITTING on tables whatsoever.

### TABLES

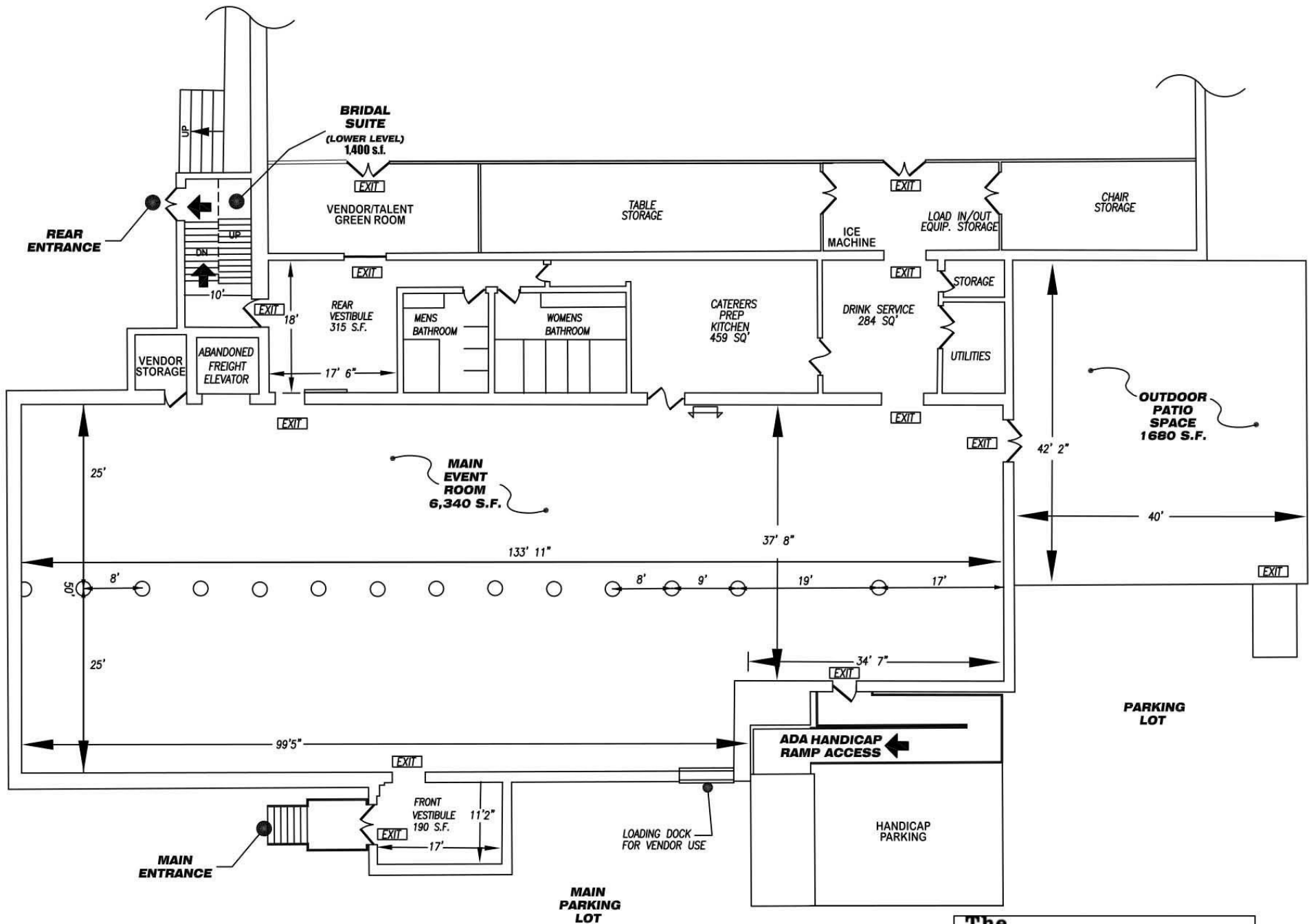
Quantity of 42	60" Round Tables
Quantity of 12	48" Round Tables
Quantity of 12	60" Square Tables
Quantity of 15	72" x 30" Rectangle Banquet Tables
Quantity of 15	96" x 30" Rectangle Banquet Tables
Quantity of 8	30" Round, 42" High, Hi-Top Tables (Black Tops)
Quantity of 2	Feature Farm Tables (Heart Pine Tops) (33"W x 96"L x 34"H)
Quantity of 2	Feature Farm Tables (Heart Pine Tops) (30.5"W x 60"L x 30"H)
Quantity of 6	Outdoor Rustic Metal Hi-Top Tables with 2 stools each

### CHAIRS

Quantity of 425	Solid Wood, Walnut Finish Chiavari Chairs with Ivory Seat Cushions (indoor use)
Quantity of 225	White folding chairs with white cushion seat (outdoor use)

### EQUIPMENT

Quantity of 8	Burlap Covered 'Rolling Wall' Room Dividers
Quantity of 3	Rustic Pedestals for Unity Candles, sand, etc.
Quantity of 1	Rustic Podium for Pastors, Officiants, or Guest Speakers



[EXIT] - FIRE EXIT - DO NOT BLOCK

**CEILING HEIGHT CLEARANCES**  
 FLOOR TO CEILING DECK - 162.5"  
 FLOOR TO BEAMS (MAJORITY) - 151.5"  
 FLOOR TO BEAMS (ADA RAMP AREA) - 145.5"

**The ENGINE ROOM**  
 A Premier Events Facility  
**877-305-MILL**  
[www.theengineroomga.com](http://www.theengineroomga.com)

GROOM'S SUITE  
 1,050 S.F.