

[Terminus 330 Private Event Rental Fee Information](#)

Rates	Mon-Thurs 9am-2pm	Mon-Thurs after 3pm	Friday and Sunday	Saturday
Base Rate	\$1,500	\$2,500	\$3,000	\$3,500
Block of Time	5 hours	7 hours	7 hours	8 hours
Additional Hours	\$350	\$350	\$350	\$350
Refundable Security Deposit	\$1,000	\$1,000	\$1,000	\$1,000

Set-up and breakdown time is included in 5, 7 and 8 hour blocks of time. It is required that set-up and breakdown be managed or performed by a professional event planner, event decorating service or caterer. When an event requires additional hours beyond it's block of time, an additional fee \$350 for each additional hour will be charged . Additional charges are incurred for renting on a holiday.

Security Officer: A uniformed police officer is required for all events. Security must be on-site 30 minutes prior to the start of the event till 30 minutes after the scheduled event end time, or until the last guests depart the premises. 4 hour minimum applies to all events.

Included: In the rental of Terminus 330 is the following equipment packages.

10ea - 60" Round Tables
100ea - Natural Wood Folding Chairs

Or

6ea - Standing Cocktail Tables
7ea - 48" Round Tables
50ea - Natural Wood Folding Chairs

10ea - Six Foot Banquet Tables are also available

Food Service is provided by our preferred caterer, TEP Catering. However, we do allow catering from some of our approved friends in the business. Please inquire with your sales manager to see if your caterer is approved. Our rental fees have a built in \$1,500 discount when using our preferred caterer.

To reserve your date - At least one half of the base rental rate is required with a signed copy of the rental agreement. Full payment plus the refundable security deposit **MUST** be submitted at least 3 weeks prior to the date of the event.

Refund Policy - Your rental deposit is non-refundable. However, if your event is re-booked within 12 months of your cancelled date, your deposit will be applied to the new event date.

Forms of Payment - Our preferred method of payment is in the form of a check. All checks must be written at least three weeks prior to the date of the event. CASH and credit cards are also acceptable forms of payment. A 5% processing fee will be applied when making a payment with a credit card. (Please make all checks payable to TEP Catering)