



SCHEDULE OF RENTAL FEES

					<u>ADDITIONAL FEES</u>		
Guest Count	<u>0-50</u>	<u>50-100</u>	<u>100-200</u>	<u>200 +</u>	A/V Service Charge		\$25
Rental Spaces					Staff Time 1 hr. before & 1 hr. after	Per Hour	\$25
Patio Only (\$75 per hr. up to 2hrs)	\$600	\$650	\$700	\$750	Overtime Rate (<i>in excess of 1/2 hr. of contracted time</i>)		\$500
Patio/Solar Stage/Amphitheater	\$800	\$1,500	\$2,250	\$3,000	Deposit (50% of rental fee) <i>Due at signing of Rental Agreement</i>		50%
Entry Hall	\$750	\$1,500		n/a	Damage/Cleaning Deposit (Refundable) <i>* Due two (2) weeks prior to the event</i>		\$500
Multipurpose Room	\$75 per hr.				No Smoking Policy <i>Per Incident</i>		\$1,000
Grand Hall/Multipurpose Rm	\$900	\$1,700	\$2,500	n/a	Security Staffing Fee	Per Hour	\$60
Multipurpose Room w/Patio	\$150 per hr.				This is a case by case fee and will be detmined if necissary by REACH Staff		
Entire Facility	\$5,000				<i>Additional \$200 for each additional hour (or portion) that exceeds midnight</i>		
Non-Profit Rate					Required by renter if not provided by caterer		
25% Discount on Base Rate					Washington State Liquor Control Board—Special Occasion License		\$60
					Washington State Liquor Control Board—Banquet Permit		\$10
REACH Equipment set up and break down					Public Liability Insurance in the amount of \$1,000,000.00 with certificate naming the REACH as an additional insured		
	<u>0-50</u>	<u>50-100</u>	<u>100-160</u>	<u>160-200</u>			
	\$100	\$175	\$250	\$350			
<i>Set up is one (1) hour before start time. Renters are allowed one (1) hour for breakdown & clean up at the end of the event. A \$50 per hour fee will be added for additional set up & breakdown time and included in cost of rental if not pre-arranged with facility.</i>					Caterers to provide a Certificate of Insurance with liability covered in the amount of at least \$500,000.00. Additional liquor liability coverage in the amount of \$1,000,000.00 included on Certificate of Insurance		
<i>If actual guest count exceeds more than eight (8) people over contracted number an additional \$25 per person will be charged.</i>					Caterers or authorized representatives are to complete and sign a Clean Up Checklist		
<i>Galleries will be opened during an event at the descretion of REACH staff.</i>							



