



HALL RENTAL FEES

<u>DAY</u>	<u>RENTAL HOURS</u>	<u>RENTAL FEES</u>	<u>FEES W/ ALCOHOL</u>
Monday – Thursday	3 hrs / addt'l hrs	\$1,280 / \$125	\$1,630 / \$195
Saturday	6 hrs / addt'l hrs	\$2,130 / \$175	\$2,620 / \$245
Friday/Sunday	6 hrs / addt'l hrs	\$1,930 / \$175	\$2,420 / \$245

***All events must end by 10:00 P.M.**

RESERVATION INFORMATION:

- Deposit of \$500 (refundable) required to guarantee reservation.
- Payment methods accepted: VISA/Mastercard, check, and exact cash.
- Balance must be paid in full 15 days prior to event date.
- Insurance required [2sparta.com](https://www.2sparta.com) or call (800) 420-0555.
- All events serving alcohol; must use Sunseri's Bar & Beverage Catering [sunseris.com](https://www.sunseris.com) or call (800) 635-9732 as well as have city approved security aside from hall staff.
- Basic clean up is required at end of event
 - large trash picked up, spills, and garbage taken out.

RENTAL FEES INCLUDE:

- Tables and chairs (round tables, rectangle tables, and folding chairs.)
- Kitchen use; only for reheating and serving (no cooking allowed) access to fridge & freezer.
- Access to stage, lobby, outside courtyard, & parking lot.
- Hall capacity 200
- 2 hours prior to event; for decorating, deliveries, food vendor setup, and other event-related preparations. Kindly inform the office in advance of any setup plans.

CANCELLATION:

- Cancellations made two weeks before event date will receive a 50% refund.
- Cancellations made less than two weeks prior to event date will NOT receive a refund.



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